

## Banner SIS/AR/FA Account Request Instructions

Portland State University uses the SCT 'Banner' administrative system for its financial, human resources, and student databases. The specific modules are described as follows:

- Student Information System (SIS)
- Accounts Receivable Information System (AR)
- Financial Aid Information System (FA)
- Financial Information System (FIS)
- Human Resources Information System (HRIS)

For access to the **SIS/AR** Banner modules or **Faculty Web** for grading or advising, complete the **SIS/AR/FA Access Request Form** on the following page and route it to Bev Lipsitz, mail code SATT. If you have questions, call Bev at 5.8088.

For access to the **FA** Banner module, complete the **SIS/AR/FA Access Request Form** on the following page and route it to James Ofsink, mail code FAO. If you have questions, call James at 5.5565.

For access to the **FIS** Banner module, complete the **FIS/HRIS Access Request Form** found at [http://www.pdx.edu/media/b/a/BAO\\_facstf\\_access\\_request.pdf](http://www.pdx.edu/media/b/a/BAO_facstf_access_request.pdf) and route it to Rita Snodgrass, mail code BO-SDS. If you have questions, call Rita at 5.5814.

For access to the **HRIS** Banner module, complete the **FIS/HRIS Access Request Form** found at [http://www.pdx.edu/media/b/a/BAO\\_facstf\\_access\\_request.pdf](http://www.pdx.edu/media/b/a/BAO_facstf_access_request.pdf) and route it to Jessica Selig, mail code HRC. If you have questions, call Jessica at 5.4931.

For access to the **Data Warehouse** for query and reporting needs, complete the appropriate access request form and sign up for a 'Cooking With Bi/Query' class. See 'Employee Training & Briefings on the Human Resources website at <http://www.hrc.pdx.edu>. If you have warehouse questions, call Sandy Bowen at 5.3278.

If you have questions about Banner access in general, call the Office of Information Technology at 5-4441.



Portland State University  
 Student Information System (SIS)  
 Accounts Receivable Information System (AR)  
 Financial Aid Information System (FA)

## Banner Account Request Form

Requestor Name:	ODIN or Banner User ID:
Job Title:	Phone:
Department:	PSU ID#:
Employee type (circle one): Student      GradAsst      Faculty      Staff	E-mail:

Please check the appropriate boxes to request access to the following information.

### I. SIS Access Request

	Yes	No	OIT/IS Use
Faculty Web Access: <i>online advising, scheduling and grade input</i>			PIN:
General Registration Query: <i>general student information and schedules</i>			SIS_REGISTRATION_QUERY
General Student History Query: <i>advising information in addition to general student information and schedules</i>			SIS_HISTORY_QUERY

### II. AR Access Request

General Cashiering Query			SIS_CASHIER_QUERY
General Cashiering Update/Modify			SIS_CASHIER

### III. FA Access Request

General FA Student Work-Study Query			FA_STDT_EMP
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### IV. Additional Access Request (SIS/AR/FA)

If the above access does not meet your needs, please describe the data and/or forms to which you would like access and how you intend to use the data:

#### Important Note Concerning Official Data:

- The data acquired from the Banner system is for *internal campus use only*.
- None of this data is to be released outside of your department without express permission from the Office of Admissions and Records.
- Official head count and credit hours are to be released only by the Office of Institutional Research & Planning.

I, the undersigned, have read and agree to abide by the *PSU Computer and Network Acceptable Use Policy*.

\_\_\_\_\_  
 Requestor's Signature (required)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Head/Director's Signature (required)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone

SIS use:	AR use:	FAO use:
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Portland State University

## Computer & Network Acceptable Use Policy

This acceptable use policy governs the use of computers and networks at Portland State University (PSU). As a user of these resources, you are responsible for reading and understanding this document. If you have any questions, please contact PSU's Help Desk at (503) 725-HELP.

Portland State University encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. PSU computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### Acceptable use terms and conditions:

- The primary purpose of electronic systems and communications resources is for University-related activities only.
- Users do not own accounts on University computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential.
- Each account granted on a PSU system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for group accounts.
- The University cannot guarantee that messages or files are private or secure. The University may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.
- Users must adhere strictly to licensing agreements and copyright laws that govern all material accessed or stored using PSU computers and networks.
- When accessing remote systems from PSU systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations.
- Misuse of University computing, networking, or information resources may result in the immediate loss of computing and/or network access.
- Any violation of this policy or local, state, or federal laws may be referred to appropriate PSU offices and/or, as appropriate, law enforcement authorities.

### Conduct which violates this policy includes, but is not limited to the following:

- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Using PSU computers, accounts, and/or networks to gain unauthorized access to University systems or other systems.
- Using PSU computers, accounts, and/or networks for: threat of imminent physical harm, sexual or other harassment, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.
- Attempting to degrade performance of University computers and/or networks.
- Attempting to deprive other users of University technology resources or access to systems/networks.
- Using University resources for commercial activity such as creating products or services for sale.
- Copying, storing, sharing, installing or distributing software, movies, music, and other materials currently protected by copyright, except as permitted by licensing agreements or fair use laws.
- Unauthorized mass e-mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or propagating electronic chain letters.
- Unauthorized "broadcasting" or unsolicited mail, material, or information using University computers/networks.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_