

User Access Form

» Please forward/scan/send to penntdnr@pobox.upenn.edu «

Date of Request Effective Date

Request Action New Access Change Access Suspend Access

Identification Information

Employee name Title

PennKey Penn ID

University Email Phone

University School/Center/Dept.

Description of Business Role

Mainframe Logon ID (P#) Copy like user Yes No

If yes, provide PennID# & name of user to be copied

Name PennID

Check the application(s) to which access is being requested. Note that all Pennant Banner users will automatically get access to the Student Account Summary screen and Detail Code/Subcode Mapping Inquiry once all [required online courses](#) have been completed.

Banner Update Inquiry Only

If you are requesting update access to Banner, list below the detail code(s) that you need to be able to use in transactions.

Detail Code(s)

Feeder Application Feeder Owner Inquiry Only

If you are requesting any access to the Feeder App, you must list the Data Origin(s) to which you need access. If this is a new Data Origin, please also complete the following form: <http://www.upenn.edu/registrar/pennant/forms/Feeder-New-Data-Origin-Request-Form.pdf>

List Data Origin(s)

Grad Funding View Only School/Center Admin for Center

To be completed by non-school users only – check desired access (school users should check with their Grad Funding school administrator)

By signing this application, I agree to restrict my computer access to the requirements of my job description. Specifically, I will not—outside the duties of my position—view, print, copy, update, or disclose to any person proprietary, confidential, and/or protected information. Moreover, I agree that:

- » I will use only this account and will not share it with anyone else.
- » I will use this account only for duties assigned by my supervisor.
- » I am responsible for securing this account against unauthorized access and use, and for all activity in this account.
- » I will use this account only for the duration of my employment in this position
- » I will keep confidential any and all data whether in electronic or printed format. The confidentiality of student records is defined in the provisions of The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (20 U.S.C. 1232 (G)), and with the regulations issues there under by the U.S. Department of Education. See <http://www.upenn.edu/computing/home/menu/security.html>.

Employee Signature _____

Supervisor Name Signature _____

Business Admin Name Signature _____

REQUIRED

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For Internal Use Only

| Access | Date Completed | Notes |
|------------------------------------|---|---|
| On Line Training Assigned | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| On Line Training Completed | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Grad Funding User Activated | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Banner Security Groups | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| UP_AR_SCHOOLS_CENTERS_G | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| UP_AR_SYSTEMS_G | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| UP_GN_SYSTEM_CONFIG_G | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| FGAC Settings | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| User Notified | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

| Approved | Date | Signature |
|--|---|-----------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Director of Student Accounts | <input style="width: 100%;" type="text"/> | signature _____ |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Director SRFS Accounting | <input style="width: 100%;" type="text"/> | signature _____ |
| <input type="checkbox"/> Yes <input type="checkbox"/> No SRFS System Administrator | <input style="width: 100%;" type="text"/> | signature _____ |

Questions? Contact penntdnr@exchange.upenn.edu