

BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE

ACCESS TO BANNER

Name of person for whom BANNER access is being requested:

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Brief description of duties for which BANNER access is necessary:

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Brief description of BANNER and FERPA training being provided in-house:

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Would you like to receive training in BANNER and/or FERPA? \_\_\_\_\_

I am the person requesting BANNER access. I understand:

- BANNER is the repository for sensitive data, protected by Federal privacy laws;
- That access to BANNER is granted only to facilitate the legitimate needs of the department I work for, and
- That using my access for any other purpose is a violation on institutional Computer Use Policy, and may be grounds for having my access revoked.

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(signature)

I am the supervisor for the person requesting BANNER access. I will provide or make arrangements for appropriate training in the use of BANNER, and responsibilities and limitations under Federal privacy laws:

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(signature)