

**Instructions:** See <http://osu.orst.edu/dept/computing/banner/access.html>

**IRIS help:** 737-9600 or [institutionalresearch@orst.edu](mailto:institutionalresearch@orst.edu)

**Check one**

New User Account  
Termination of Access

***The access requested on this form replaces all previous access.***

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Last First Middle University ID

Dept: \_\_\_\_\_ Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Faculty       Staff       Student       Temp       Non-OSU Employee

E-mail: \_\_\_\_\_

Domain Name? \_\_\_\_\_ Department Computer Administrator (DCA) Name? \_\_\_\_\_

**Applicant must print and sign the *Code of Responsibility and Policy* page (page 2).**

Check one box below:

**OSU Employee Access with a Legitimate "Educational Need to Know"**

Access into IRIS will only be granted to those OSU employees who have a legitimate "Educational need to know". "Educational need to know" means that one's official employment appointment to OSU requires one to use the data. *This level of access requires FERPA training.* Applicants should be prepared to describe the data that they are needing to see and the responsibilities that they perform that necessitates this level of access. IF you currently have or previously have had Student Banner or Web for Advisor access or training then your FERPA training requirements have been met.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Access allows users to select the following categories of data:

- |                       |                               |                         |
|-----------------------|-------------------------------|-------------------------|
| *Age                  | *Ethnicity                    | *US Minority            |
| *Oregon County        | *Gender                       | *Country of Citizenship |
| *Residency            | *Transfer                     | *Student Level          |
| *US State             | *High School Name             | *Student Status         |
| *Prior College Name   | *High School Nation           | *College                |
| *Prior College Nation | *High School State            | *Department             |
| *Prior College State  | *Class Standing               | *Primary Major          |
|                       | *Full-Time / Part-Time Status |                         |

**Terminate** all IRIS Access      Termination Date: \_\_\_\_\_

**Department Head Approval**

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Last, First

University ID#: \_\_\_\_\_

***Compliance with Acceptable Use of University Information & Acceptable Use of University Computing Resources***

As you gain your access to Banner and Data Warehouse data, please remember that you are obligated to adhere to the **Acceptable Use of University Information Policy** available at <http://oregonstate.edu/dept/budgets/genupol/gupaccep2.htm>

The **Acceptable Use of University Information Policy** clearly defines the proper 'Use and Release of Information', 'Expectations for Responsible Use of Information' and what happens if there is a 'Violation'. Please refer to this document as necessary to understand and comply with the use of data.

For any additional questions on the use of University data, please refer to the **Acceptable Use of University Computing Resources Policy** available at <http://oregonstate.edu/aup.htm>.

*I have read, understood, and will comply with the **Acceptable Use of University Computing Resources** policy and the **Acceptable Use of University Information** policy.*

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

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

OFFICE USE ONLY