Eastern Connecticut State University
Employee Confidentiality Agreement

Access to all databases, including but not limited to Banner, OnBase, CoreCT, WebFOCUS, Adirondack, TK20, Filemaker, Maintenance Connection, Healthy Athlete, PyraMED etc. is granted solely for the purpose that I may perform legitimate, authorized, assigned responsibilities required for the proper operation within Eastern and the Connecticut State Colleges and Universities (ConnSCU) System. Any unauthorized or illegitimate use of these and any other University system, databases or data may result in disciplinary action up to and including termination of employment, criminal prosecution and/or civil action.

I am aware that Federal and State laws protect the data to which I have access and that it must be treated with complete confidentiality. I will ensure that such confidential information is shared only with other authorized users. Examples of such confidential data or materials include but are not limited to written or verbal reports or computer terminal displays containing employee, student, vendor or donor personal data such as education, financial, medical, employment or business history, family or personal relationships, reputation or character which because of name, identifying numbers, mark or description can be readily associated with a particular person.

I am aware that I may access and/or modify only the data for which I have been given full authorization and have a legitimate purpose in performing my assigned responsibilities. I further understand that I may not share my account or password with anyone else to gain access to confidential information.

I understand that, if I attend or have attended classes in the ConnSCU System, I will not be permitted to work with my own student records and that my activities may be audited. I further understand that if I do work with my own student records, I will be subject to disciplinary action, up to and including termination of my employment, criminal prosecution and/or civil action, as well as subject to academic disciplinary actions, including dismissal.

I agree to take all steps reasonably necessary to safeguard the confidential information entrusted to me and to prevent it from falling into the possession to unauthorized persons.

I hereby acknowledge that I have read and understood this confidentiality agreement and agree to abide by its terms

Eastern Connecticut State University
Banner Account Request - Admin/Staff/Faculty
Alumni • Accounts Receivable • Financial Aid • Student

Name (last, first): _____   Eastern ID: _____

Technology Acct Username: _____   Phone Extension: _____

Department: _____   Position/Title: _____

Supervisor: _____

I have read the ECSU System Employee Confidentiality Agreement and agree to its terms.

Applicant Signature: _____
Date: _____

As supervisor, I hereby certify I have reviewed this request and agree that the individual requires such access to perform the essential responsibilities of his/her position. Furthermore, I agree to notify Human Resources, Information Technology Services, and other appropriate university departments when the individual is separated from employment in the department for which I am supervisor.

Supervisor's Signature: _____
Date: _____

Please obtain all required signatures below. Print/Sign/Scan/Email to yourself & forward to or Save/Sign/Email->send your completed form to BannerSecurity@easternct.edu.

ALUMNI
- ☐ BIOREADONLY
- ☐ BIOUPDATE
- ☐ CASH_SUPER
- ☐ FUNDRAISER
- ☐ GIFT_MEMSHP_ENTRY
- ☐ PROSPECT_MGT

ARSYS (Accounts Receivable)
- ☐ AUXILARY (add charges)
- ☐ CASHIER (if FINANCE_CASHIER needed - use Finance request form)
- ☐ CASHIER1
- ☐ CFDRC_Q
- ☐ CFDRC _UPDATE
- ☐ COLLECTIONS
- ☐ REVENUE
- ☐ SUPER
- ☐ SHARED (view general AR)

FINAID (Financial Aid)
- ☐ AUXILARY
- ☐ BUDGET
- ☐ CLERICAL
- ☐ COD
- ☐ COMMON
- ☐ DATALOAD
- ☐ FISAP
- ☐ COMMUNICATION
- ☐ ROLLOVER
- ☐ SAP
- ☐ SUPER
- ☐ TMT
- ☐ UA
- ☐ VETAFFAIRS
- ☐ LOANS

STUDENT
- ☐ COMMON
- ☐ TRANSCRIPTS
- ☐ IR_STAFF
- ☐ FPR_STAFF_Q
- ☐ PROJCOMP_DATAMGR

Accessibility Services
- ☐ OAS_STAFF

Admissions
- ☐ ADM_STAFF
- ☐ ADM_SUPER
- ☐ ADM_ARTICULATE
- ☐ ADM_RECRUIT
- ☐ ADM_SCOREUPLOAD

Academic Service Center
- ☐ ADVISE_SUPER
- ☐ ASC_ADVISORS(Appointments)

Athletics
- ☐ ATHLETICS_STAFF
- ☐ ATHLETICS_SUPER

Card Services
- ☐ CARDSRV_STAFF

Career Services
- ☐ CAREERSRV_ADMIN

STUDENT - Continued

Continuing Education
- ☐ CONTED_STAFF
- ☐ CONTED_SUPER

Health Services
- ☐ HEALTHSRV_STAFF
- ☐ HEALTHSRV_MGR

Housing/Residential Life
- ☐ HOUS_STAFF
- ☐ HOUS_SUPER

Institutional Research
- ☐ IR_STAFF

Public Safety
- ☐ POLICE_STAFF
- ☐ POLICE_SUPER

Registrar
- ☐ REG_STAFF
- ☐ REG_SUPER1 (Associate)
- ☐ REG_SUPER2 (Assistant)
- ☐ FPR_ADMIN

Academic Departments
- ☐ STUDENT_CHAIR
- ☐ STUDENT_COMMON
- ☐ STUDENT_PRAXISLOAD
- ☐ GRADSCHL_STAFF

Population Selection
- ☐ Build and Execute
- ☐ Execute Only

PII Data Access (Business Profile)
DRIVER LICENSE #:   ☐ VIEW
SSN: ☐ VIEW   ☐ VIEW_MASKED

WebFocus Reporting
- ☐ Reporting

Specific Forms M=Maintenance   Q=Query

Form	M	Q
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐

REQUIRED SECURITY ADMINISTRATOR SIGNATURES
Signature(s) required for each area(s) in which access is being requested.
Director of Enterprise Applications Jennifer Pelletier may sign in the absence of a security administrator.

ALUMNI – Alumni IA Support Specialist
_____ Date: _____

ACCOUNTS RECEIVABLE – Yolanda Sazo, Interim Bursar
_____ Date: _____

FINAID – Taylor Hammond, Associate Director
_____ Date: _____

STUDENT – Jennifer Huoppi, Registrar
_____ Date: _____

HEALTH SERVICES – Joseph Breton, MD, Director
_____ Date: _____

ITS OFFICE USE ONLY: DBA:____