## Western Oregon University New User/Departmental Transfer Request for Data Access to BANNER Information Systems, Data Warehouses, and Secured Wolf Web Applications

Users who already have Data Access to Banner should send an email request to data security@mail.wou.edu

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Titl	e:		Em	ploye	e Classifi	cation	n:				
Dep	partment:		En	nail A	ddress: _						
Pho	one #		Sig	gnatur	e						
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Indicate Access Requested:           BANNER         BANNER					BANNER				DATA		
FINANCE (FIS)		HUMAN RESOURCES			STUDENT			WAREHOUSES			
				(SIS)				Budget			
	· · ·	(H	RIS)		·	,			inance		
	Approvals **See Below	Applica	ant Tracking		Admissio	ns Cou	nselor	F	luman Re	sources	
	Invoice Entry	Benefi	ts		Admissio	ns Mair	nt	S	tudent		
	Regular JV Entry	Budge	t/Positions		Accts Re	c Clerk	(ARB)				
	Budget JV Entry	Emplo	yee Maintenance		Academi	c Advisi	ing				
	Payroll Views	Emplo	yee Query		Scheduli	ng-Depi	tmtl				
	Purchase Order Entry	Facult	y Tracking		Registrar	s Clerk			WOLF	WEB	
	Departmental Reports	Health	/Safety		All Repor	ts		V	'iew Stude	ents AR	
	Pcard User/Authority	Payrol	l Input		Dept. Stu	ident Ei	mployee	Α	dvising A	ccess	
		Payrol	l Process		OTHER:			S	taff Menu		
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					Limited (	Query /	Access	***Prov	vide Expl	anation Below	
FIS FIS	e person you are replace S: Organization Access S: **Approvals Access *SSN and/or BIRTH	ss Needed ( <b>R</b> s Needed (if r	equested):								
DE	PARTMENT HEAD ( (Other than New Us	er)						DATE			
By	the signing below of this	9   199   199   199   199   199   199   199   199   199   199   199   199   199   199   199   199   199   199	undersigned her	eby ap	prove and	grant	data access a	s request	ed above	e to this user.	
FIS	ACCESS:	ccounting	Date		SIS ACC	ESS:					
	Director of A	ccounting	Date				Registrar			Date	
			F	IRIS	ACCESS	:					
Banner Security Administrator     Date     Director of Human Resources     Date											
WO	UPRD GSASECR(defau	lt role)	FOMPF	ROF		SIS:	TGAUPRF	SSN	/BD	HOLDS	
FIS:		MUSOR	FOMUSRG		FTMAPPQ	515.	COGNOS	WW		EMAIL LIST	
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Internal Use Only User ID:

## W estern Oregon University Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to other persons who have access to student or employee records. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential information is expected to adhere to the regulations stated below.

If you have any knowledge of a violation, you are expected to report it immediately.

A person who has access to student, employee, or financial records may not:

- Reveal the contents of any record or report to anyone except in the conduct of his or her work assignments and in accordance with university policies and procedures.
- Acknowledge to anyone who is not a University official the existence of any student who has placed a confidentiality restriction on his/her directory information.
- Make or allow any unauthorized use of information in student or employee data files.
- Knowingly include a false, inaccurate, or misleading entry in any report or record.
- Knowingly expunge a data record or a data entry from any record, report, or file.
- Share user ids or passwords with any other persons.
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that has been acquired through work assignments.
- Remove any official record or report, or copy of an official record or report, from the office where it is maintained except in the performance of official duties

Violations of this code of responsibility may lead to disciplinary action consistent with existing personnel policies.

## Policy for Western Oregon University Information System Access

University policies and procedures are consistent with overall state, federal, and institutional policies regarding release of student and employee information as outlined in the Oregon Public Records Law, ORS 192.501 - 192.505; Oregon Faculty Records Law, ORS 351.065; the Oregon Student Records Law, ORS 351.070(2)(e); the Federal Educational Rights and Privacy Act of 1974; the Western Oregon University Faculty Handbook; and the WOU Acceptable Use of Computing Resources Policy.

- Data which is identifiable to particular individuals (e.g., inclusion of names, social security numbers, addresses, telephone numbers), shall be used only within the scope of an individual's responsibilities, e.g., instructors may access data for classes which they teach, departments for their majors, etc.
- Information extracted and used to conduct the user's duties shall be considered unofficial data and shall not be used for publication.
- Data analysis of units or groups within the institution, or with organizations external to the University, should be coordinated with the appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services).
- The actual data is made available only via the information system via an authorized user ID and password. Data that is saved locally must be adequately protected from outside access. Saved data must be updated frequently enough that the likelihood of incorrect data being used is minimized.
- Anyone with information system access must ensure that such data is not available to individuals who do not have access to
  it, who have not signed a Request for Access form, or who do not have a legitimate "need to know." An individual with
  information system access is responsible for the security of his/her access.
- Information extracted from the information system and used to complete survey documents or to be distributed to any
  publication having general readership, or if the information might otherwise have an impact on the external image of
  Western Oregon University, must be presented for review and approval by the appropriate central administration office,
  (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services).
- Requests for data or the use thereof which are outside the user's responsibilities must be authorized in advance by the
  appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business
  Services) consistent with a written request stating the use of the data.
- Requests for release of any individual or aggregate student or employee information to anyone outside of WOU who has a
  legitimate "need to know" must be authorized in advance by the appropriate central administrative office (e.g., Office of
  Human Resources, Office of the Registrar, Office of Business Services) consistent with a written request stating the use of
  the data.
- Subpoenas for individual or aggregate student or employee information or any request from law enforcement authorities (including campus security, OSP, FBI, CIA, District Attorney) should be referred to the appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services).

Violations of this policy for University Information System Access may lead to disciplinary action consistent with existing personnel policies.