

# Montana Tech of the University of Montana Banner Student/Nolij Account Request Form

**APPLICANT - Complete Items 1-10.**

**PLEASE PRINT CLEARLY:**

1. \_\_\_\_\_ Tech ID: \_\_\_\_\_  
 Last Name (print)                      First Name                      Middle

2. Full Department Name: \_\_\_\_\_ Org #: \_\_\_\_\_

3. Campus: (circle one)    North Campus    South Campus    Other \_\_\_\_\_

4. Status: (circle one)    Staff    Faculty    Administrator    Student    Other: \_\_\_\_\_

5. Job title \_\_\_\_\_ Email Address: \_\_\_\_\_ Ph: \_\_\_\_\_  
Complete email address

6. This is a request to:

<input type="checkbox"/> <b>Create a new account</b>	<input type="checkbox"/> <b>Modify an existing account</b>
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<input type="checkbox"/> <b>FERPA requirement met</b>
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Access Type (check all that apply):

<input type="checkbox"/> <b>Adhoc Banner Student Reporting</b>	<b>User_ID:</b> (existing account): _____
<input type="checkbox"/> <b>Banner Student</b>	<b>User_ID:</b> (existing account): _____
<input type="checkbox"/> <b>Nolij</b>	<b>User_ID:</b> (existing account): _____
<input type="checkbox"/> <b>AppRec</b>	<b>User_ID:</b> (existing account): _____
<input type="checkbox"/> <b>OreDiggerWeb</b>	

7. Describe Access Needed: \_\_\_\_\_  
 \_\_\_\_\_

8. I have read the Statement of Computer Ethics and the Student Right to Privacy policy attached to this form and I agree to abide by the policies therein. I have retained the statements for my reference.

Applicant Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

9. Authorization (**Must be completed by your supervisor**):

As departmental representative, I approve the access requested by the above employee on this form.

\_\_\_\_\_  
 Signature of Supervisor    Printed Name    Phone    Date

10. When form is completed return to Enrollment Processing (ATTN: Jamie Patrick).

<i>INTERNAL USE ONLY</i>	User Id: _____
Banner Security Profile: _____	
Exceptions to Profile: _____	
Signature(s) of Banner Data Steward(s): _____	
_____	Date: _____
_____	Date: _____

Signature of Database Administrator: \_\_\_\_\_

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

### **Statement of Computer Ethics**

Please retain this page for your reference!

An account on a central computer gives you the privilege of accessing information, resources, and computing power. This privilege carries with it certain responsibilities. Abuse of computing resources is a serious offense for which you may lose computing privileges and may be subject to disciplinary action by the University. The following list gives some guidelines regarding ethical use of computer systems. For additional information or clarification, please review the policies on the Campus Technology web page: <http://www.mtech.edu/cts/policies/index.htm>.

- Information stored in a computer is no different from information appearing in print or in someone's personal possession. Therefore, please apply normal standards of academic ethics and polite conduct to their use of computing services, including respect of privacy.
- Do not encroach on others' use of the computer. The most obvious examples are attempts to modify the system or cause it to crash. Less obvious are such things as tying up computer resources for excessive game playing or trivial applications, using excessive amounts of permanent file space, running grossly inefficient programs where efficient ones are available, wasting the time of other users by trying to link to their jobs, or interrupting others while they're working.
- Do not try to access the private files of others even if those files are unprotected. Browsing through someone's files is not ethically different from browsing through someone's desk or notebook. Using another's program or procedure without permission is equivalent to plagiarism. Even reading another's program without permission is at least an invasion of privacy, and equivalent to unauthorized use of research equipment. Users who need information should request it formally from its owner or from persons responsible for its maintenance.
- The computing facilities of the College are limited and should be used wisely and carefully. Computer services allocated to individuals through their user accounts should be respected by all as private and valuable property for academic pursuits.
- You are responsible for your own area. Make certain that there is no unauthorized use of your area by others. Guard your password and if you suspect someone knows it, change it immediately. When you are working with another user, it is polite to look away while that person types his or her password.
- Certain central computer accounts allow you to access wide-area networks, which provide electronic mail for communicating with users at other sites and other services, such as transferring files among various computer systems throughout the country and the world. All guidelines outlined above apply to the use of computer networks; each network may have additional guidelines that you are expected to follow.

### **Student Right to Privacy Policy**

According to state and federal laws, students have the right to privacy regarding their student records. **If the student has requested confidentiality, no information can be shared with a third party except for authorized Montana Tech personnel with a legitimate educational interest.**

If the student has not requested confidentiality, the following directory information and **only** this information may be released to anyone:

- Student name
- Addresses including email
- Telephone number
- Dates of attendance
- Full-time/part-time status
- Date of graduation and degree received
- School or college
- Majors (and minors)
- Class (i.e., freshman, sophomore, etc.)
- Student ID photo
- Academic awards or honors