



## Account Request Form

### Applicant Information:

Name:		Title:	
Department:		Phone:	
Email:		New <input type="checkbox"/>	Change <input type="checkbox"/> Renewal <input type="checkbox"/>
Date Access Needed:			
Staff <input type="checkbox"/>	Faculty <input type="checkbox"/>	PT Faculty <input type="checkbox"/>	Student <input type="checkbox"/> End Date _____
Affiliate of the College <input type="checkbox"/>		Start Date:	End Date:

### Applicant Acknowledgement:

<input type="checkbox"/> I have read and agree to abide by the Stonehill College Information Security Policy	
<input type="checkbox"/> For those requesting access to student data: I have read and agree to abide by the Family Educational Rights and Privacy Act of 1974 (FERPA)	
Signature: _____	Date: _____

### Department Authorization:

User needs access to perform the following job functions:	
* Application Security for systems like Banner require Application Authorization (below)	
If new employee, list former employee he/she replaces:	
Department Head Signature: _____	Date: _____

### Application Authorization (see table on back):

Application	Security Class(es)	Signature and Date

### To be completed by Information Technology:

Security Implemented by: _____	Date: _____
Assigned Username: _____	



Information Liaisons for Banner

Systems Authorized	Department	Name	Title	Email
Advancement / Alumni	Advancement	Ana Glavin	Mgr, Advancement Information Systems	aglavin1
Student	Registrar	Irene Russo	Mgr, Student Information Systems	irusso
Finance, Payroll	Finance	Tim McCombe	Finance System Manager	tmccombe
Admissions	Admissions	Jamey Reddicks	Mgr, Admissions Information Systems	Jreddicks
Financial Aid, Student A/R	Student Financial Services	Judith Kilday	Mgr, Student Financial Information Systems	jkilday