STONEHILL COLLEGE

Account Request Form

Applicant Information:

Name:	Title:
Department:	Phone:
Email:	New ☐ Change ☐ Renewal ☐

Date Access Needed:			
Staff ☐	Faculty ☐	PT Faculty ☐	Student ☐ End Date_____
Affiliate of the College ☐	Start Date:		End Date:

Applicant Acknowledgement:

☐ **I have read and agree to abide by the Stonehill College Information Security Policy**

☐ **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:	

Account Request Form

STONEHILL COLLEGE

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	Jacquie Gouveia	Finance System Manager	jgouveia
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