

**University of Mary Washington**  
**Administrative User Account Request Form v5.0**

**Please attach to a JAR ticket**

1. \_\_\_\_\_  
Last Name First Name Middle

2. Department: \_\_\_\_\_ Location/Room: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Job title: \_\_\_\_\_ Email: \_\_\_\_\_

4. Status:  Faculty  Staff  Student  Other (please specify) \_\_\_\_\_

5. This is a request to:  Create a new account  Create JIRA account  
 Modify an account (user id \_\_\_\_\_)  
 Remove an account (user id \_\_\_\_\_)

6. I have read and understand the [Administrative Data Access Policy](#) and agree to abide by the policy outlined therein. Additionally, I have read and understand the [Electronic Storage of Highly Sensitive Data Policy](#) and agree to abide by the policy outlined therein. (Policies available at: <http://technology.umw.edu/it-policies/>)

\_\_\_\_\_  
**User Signature**

\_\_\_\_\_  
**Date**

**7. SUPERVISOR'S AUTHORIZATION**

I approve the access requested by the above employee. This access is appropriate for the employee to properly perform the duties required as documented in the employee's EWP or position description and proof of documentation may be required. If the duties for the user of the above computing account change or the user leaves this department, I will notify EAS Security Office and Finance (if required), so that access may be altered or the account may be removed.

\_\_\_\_\_  
**Printed Name of Supervisor**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**8. ISO CHECK, THEN APPROVAL BY DATA OWNER(S): Please specify Banner classes and/or Reporting Permission Groups below. Banner General Access is automatically added for all Banner users. (Pick as many as needed depending on duties performed)**

**IT SECURITY OFFICE USE ONLY  
MUST BE COMPLETED FIRST**

Role based security training is verified.

\_\_\_\_\_  
**Information Security Office Representative**  
**Hurley Convergence Center, Room 107**

\_\_\_\_\_  
**Date**

**ADMISSIONS BANNER CLASSES:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ADM Super User and Role   | <input type="checkbox"/> Admissions Service Specialist      | <input type="checkbox"/> Coaches and Sports Role |
| <input type="checkbox"/> Dean/Counselors and Role  | <input type="checkbox"/> Application Process Clerk          | <input type="checkbox"/> SSN Visibility          |
| <input type="checkbox"/> Payment Transmittal Clerk | <input type="checkbox"/> Recruitment Records Clerk and role | <input type="checkbox"/> Other - please describe |

**REPORTING PERMISSION GROUP: (Pick as many as needed depending on duties performed)**  Admissions

\_\_\_\_\_  
**Signature of Admissions Data Steward (Melissa Yakabouski)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Admissions Data Security Contact (Deyanira Marfil)**

\_\_\_\_\_  
**Date**

**ALUMNI BANNER CLASSES:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alumni General Use | <input type="checkbox"/> Alumni Views Role | <input type="checkbox"/> Designation             |
| <input type="checkbox"/> General D/E        | <input type="checkbox"/> Gift Officer      | <input type="checkbox"/> Gift/Pledge D/E         |
| <input type="checkbox"/> Moves Management   | <input type="checkbox"/> Research D/E      | <input type="checkbox"/> SSN Visibility          |
| <input type="checkbox"/> Student            | <input type="checkbox"/> Sys Admin         | <input type="checkbox"/> Other - please describe |

**REPORTING PERMISSION GROUP: (As needed depending on duties performed)**  Advancement

\_\_\_\_\_  
**Signature of Alumni Data Steward (Priya Panikkar)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Alumni Data Security Contact (Lee Ann Reaser or Zachary Spaeth)**

\_\_\_\_\_  
**Date**

**BUSINESS SVCS/EAGLE ONE BANNER/BLACKBOARD CLASSES:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Banner Card Research  | <input type="checkbox"/> Banner Post Office      | <input type="checkbox"/> Other – please describe |
| <input type="checkbox"/> Bb Business Services* | <input type="checkbox"/> Bb EagleOne Aide*       | <input type="checkbox"/> Bb Dining Assistants    |
| <input type="checkbox"/> Bb Dining Manager*    | <input type="checkbox"/> Bb AdminTech Support*   | <input type="checkbox"/> Bb Reporting Only       |
| <input type="checkbox"/> IDMS ID Card**        | <input type="checkbox"/> Other – please describe |  |

Merchant (if applicable):  All     Dining     On-campus

\* Email Help Desk (Attn: Data Center Services) to request inclusion in “BB\_Users” server security group

\*\*Email Help Desk (Attn: Data Center Services) to request inclusion in “GRP\_IDAccess” workstation security group

**BUSINESS SERVICES REPORTING PERMISSION GROUP:**  Business Services

\_\_\_\_\_  
Signature of Business Services Data Steward (Kathy Sandor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Services Data Security Contact (Laura Pilcher)

\_\_\_\_\_  
Date

**FINANCE BANNER CLASSES:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> AP General and Role   | <input type="checkbox"/> AP Manager and Role           | <input type="checkbox"/> AP Check Processing and Role    |
| <input type="checkbox"/> AR Info and Role      | <input type="checkbox"/> AR Manager and Role           | <input type="checkbox"/> Gen Accounting and Role         |
| <input type="checkbox"/> Budget and role       | <input type="checkbox"/> Cashier and role              | <input type="checkbox"/> Finance Manager and Role        |
| <input type="checkbox"/> Fixed Assets and Role | <input type="checkbox"/> HR Finance Class and Role     | <input type="checkbox"/> General Acctng Manager and Role |
| <input type="checkbox"/> Payroll User and Role | <input type="checkbox"/> Payroll Manager and Role      | <input type="checkbox"/> Stores and Role                 |
| <input type="checkbox"/> Purchasing and role   | <input type="checkbox"/> Satellite Business Operations | <input type="checkbox"/> SSN Visibility                  |
| <input type="checkbox"/> Student AR and role   | <input type="checkbox"/> Student AR Temp               | <input type="checkbox"/> User Departments                |
| <input type="checkbox"/> VOIP Finance          | <input type="checkbox"/> Other - please describe       |  |

**A copy of the employee's EWP or Position Description is required prior to the grant of Finance security**

**REPORTING PERMISSION GROUP: (Pick as many as needed depending on duties performed)**

- |                                  |                                     |   |
|----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Student Accounts |
|----------------------------------|-------------------------------------|---|

\_\_\_\_\_  
Signature of Finance Data Steward (Julie Smith)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Finance Data Security Contact (Stacey Roe,  
Vanessa Koszyk or Cheryl Anderson)

\_\_\_\_\_  
Date

**FINANCIAL AID BANNER CLASSES:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Cashiering/Registrar    | <input type="checkbox"/> Disbursing and Role             | <input type="checkbox"/> DOIT Staff                     |
| <input type="checkbox"/> FA Staff and Role       | <input type="checkbox"/> FA Student Aides (M or Q)       | <input type="checkbox"/> FA Student Employment and Role |
| <input type="checkbox"/> FA Mgrs and Role        | <input type="checkbox"/> HR Student Employment           | <input type="checkbox"/> SSN Visibility                 |
| <input type="checkbox"/> Student Accounts        | <input type="checkbox"/> University Development and Role |   |
| <input type="checkbox"/> Other - please describe |  |   |

**REPORTING PERMISSION GROUP: (Depending on duties performed)**  Financial Aid

\_\_\_\_\_  
**Signature of Financial Aid Data Steward (Teresa Howard)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Financial Aid Data Security Contact ( Jessica Cannon )**

\_\_\_\_\_  
**Date**

**HUMAN RESOURCES BANNER CLASSES:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Budget and Role             | <input type="checkbox"/> Employment Administration | <input type="checkbox"/> HR Coordinator |
| <input type="checkbox"/> HR Mgrs and Role            | <input type="checkbox"/> Network                   | <input type="checkbox"/> HR Payroll     |
| <input type="checkbox"/> Position Control            | <input type="checkbox"/> Position Budget           | <input type="checkbox"/> SSN Visibility |
| <input type="checkbox"/> Student Employment and Role | <input type="checkbox"/> Other - please describe   |   |

**REPORTING PERMISSION GROUP: (Pick as many as needed depending on duties performed)**

- Human Resources                       ODS HR Reporting

\_\_\_\_\_  
**Signature of Human Resources Data Steward (Beth Williams)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Human Resources Data Security Contact (Deborah Burton)**

\_\_\_\_\_  
**Date**

**LOCATION MANAGEMENT (RES LIFE) BANNER CLASSES:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic Classroom Mgmt   | <input type="checkbox"/> General Info Access       | <input type="checkbox"/> Student AR Mgmt and Role |
| <input type="checkbox"/> Res Life General and Role | <input type="checkbox"/> Res Life Housing and Role | <input type="checkbox"/> SSN Visibility           |
| <input type="checkbox"/> SZPEONE (UMW PD)          | <input type="checkbox"/> Other - please describe   |   |

**REPORTING PERMISSION GROUP: (Pick as many as needed depending on duties performed)**  Residence Life

\_\_\_\_\_  
**Signature of Location Management Data Steward (David Fleming)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Location Management Security Contact (Cecelia Burkett)**

\_\_\_\_\_  
**Date**

**STUDENT BANNER CLASSES:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Academic Advising       | <input type="checkbox"/> Academic Services  | <input type="checkbox"/> Super Services and Role       |
| <input type="checkbox"/> ADM                     | <input type="checkbox"/> BLS                | <input type="checkbox"/> CAPP                          |
| <input type="checkbox"/> Chairs and Role         | <input type="checkbox"/> Faculty and Role   | <input type="checkbox"/> Fees                          |
| <input type="checkbox"/> Financial Aid           | <input type="checkbox"/> Holds              | <input type="checkbox"/> Police                        |
| <input type="checkbox"/> POP SELS                | <input type="checkbox"/> Registrar and Role | <input type="checkbox"/> Registrar Super User and Role |
| <input type="checkbox"/> Research Assistant      | <input type="checkbox"/> SSN Visibility     | <input type="checkbox"/> Student Accts                 |
| <input type="checkbox"/> Other - please describe |   |  |

**REPORTING PERMISSION GROUP:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic Services | <input type="checkbox"/> Academic Officer   | <input type="checkbox"/> Disabilities               |
| <input type="checkbox"/> Emergency Mgmt    | <input type="checkbox"/> Faculty            | <input type="checkbox"/> International/Study Abroad |
| <input type="checkbox"/> Registrar         | <input type="checkbox"/> University Officer |   |

\_\_\_\_\_  
**Signature of Student Data Steward (Rita Dunston)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student Data Security Contact (Brian Ogle)**

\_\_\_\_\_  
**Date**

**OPAIR BANNER/SHAREPOINT CLASSES:**

Shared Validation Table Maintenance

Other - please describe

**REPORTING PERMISSION GROUP:**

Institutional Analysis and Effectiveness

\_\_\_\_\_  
**Signature of DATA ANALYTICS Data Owner (Larry Anderson)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of IAE Security Contact (Mathew Wilkerson)**

\_\_\_\_\_  
**Date**

**IT REPORTING PERMISSIONS GROUP:**

IT Administration

IT Developer

\_\_\_\_\_  
**Signature of EAS Contact (Benjamin Kjar)**

\_\_\_\_\_  
**Date**

**EAS USE ONLY**

Implemented by: \_\_\_\_\_

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

Notified by: \_\_\_\_\_

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