SMITH COLLEGE
Information Technology Services

MsAccess and/or BAR Application

New Banner account: _____ Modify security: ___ Department transfer: _____

If department transfer, list previous department name: _____

All Applicants
Name:
ID#:
Department:
Campus Mailing Address:
Campus Phone:
Your network file server username:

PLEASE READ AND SIGN THE BACK OF THIS FORM

Return form to the appropriate Data Custodian for signature
**** Please refer to the Data Custodian listing**
https://www.smith.edu/its/tara/accounts_passwords/documents/data_custodians_2019.pdf

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DATA CUSTODIAN USE ONLY:

Listed are the MsAccess/BAR security roles. On-line Banner forms are grouped into roles according to the functions they provide. Please check off the class(es) that the applicant needs.

- ☐ ADM_ALUMNI_SQL_ACCESS **(ADM)**
- ☐ ADM_FINAID_SQL_ACCESS **(ADM, SSW)**
- ☐ ALUMNI_SQL_ACCESS **(ADV)**
- ☐ AR_SQL_ACCESS **(CO, SFS)**
- ☐ CENSUS_SQL_ACCESS (**RO, SFS, ADM)**
- ☐ DRIVER_CREDENTIAL_SQL_ACCESS **(CO)**
- ☐ ENDOWMENT_SQL_ACCESS **(CO)**
- ☐ FINAID_SQL_ACCESS **(SFS)**
- ☐ FINANCE_SQL_ACCESS **(CO)**
- ☐ HLTHSERV_SQL_ACCESS **(RO**)
- ☐ POSNCTL_SQL_ACCESS **(HR)**
- ☐ STUDENT_PAYROLL_ACCESS **(CO)**
- ☐ STUDENT_SQL_ACCESS (**RO, ADV, ADM, SSW**)
- ☒ GENERAL_SQL_ACCESS

If multiple Data Custodians, please sign and date
ADV – Advancement
ADM – Admission's Office
CO - Controller's Office
RO – Registrar's Office
SFS – Student Financial Services
SSW – School for Social Work

Acceptable Use of Computer Resources

Smith College provides computer resources to students, faculty, and staff for academic purposes and for their use on college business including individual computer accounts, access to electronic mail (e-mail), and space for web pages. The college has established standards and policies for the acceptable use of these resources and expects users to be familiar with and honor them. I have read and familiar with the College's Policy on the Acceptable Use of Computer Resources **https://www.smith.edu/its/policies/acceptable_use_policy.html**

Actions prohibited by law or college regulations include but are not limited to:

- Sharing your account or password with anyone.
- Unauthorized access or disclosure of confidential information or invasion of personal privacy.
- Infringing upon the rights of other Smith and Internet users, attempting to gain access to other users' accounts, private files, or e-mail, or harassing other users in any way.
- Use of Smith's computer resources to engage in any illegal activity.
- Use of computer resources for the purpose of commercial or profit-making activities not relevant to the mission of the college.
- Fundraising and advertising by groups or individuals other than officially recognized campus organizations.

Violations of college policies are adjudicated according to procedures outlined in the Student Handbook, the Faculty Code, and the Staff Handbook and may result in the removal of computer access privileges and/or more serious sanctions. Some offenses are punishable under state and federal laws.

The college reserves the right to access the contents of electronic files during the course of an investigation and to disclose the contents during judicial proceedings.

For more information on related college policies and sanctions, please refer to the college's Electronic Mail Policy, Procedures for Notification of Copyright Infringement under the Digital Millenium Copyright Act and appropriate sections of the Student Handbook, Faculty Code and Staff Handbook. Questions regarding this acceptable use policy should be directed to the Executive Director of Information Technology Services.

Remote Access for Administrative Information Systems

Smith College provides to designated College employees, contractors, vendors and agents remote access privileges to Smith's administrative information systems and databases for the purpose of doing work on behalf of the College from off campus. It is the remote user's responsibility to ensure the same level of security for College data and intellectual property as he/she would if working on campus. Therefore, the College expects remote users:

- To never share their account names and passwords with anyone, not even family members.
- To be familiar and comply with the College's Policy on the Acceptable Use of Computer Resources.
- To ensure that sensitive or confidential data and intellectual property stored on the computer that is remotely connected to the College's administrative information systems and databases is not shared with or accessible by anyone who is not authorized by the College.
- To remove any sensitive or confidential data from the computer that is remotely connected to the College's administrative information systems and databases upon termination of employment or on the completion of the work on behalf of the College.

This policy applies to work conducted on any computer used to remotely connect to Smith's administrative information systems. Questions regarding this Remote Access Policy should be directed to the Executive Director of Information Technology Services.

I have read and will continue to refer to the Banner Data Entry standards:

Employee Signature:	**Date:**
Supervisor Signature and Date:	**Data Custodian Signature and Date:**

For ITS use only:		AT Signature and Date: