

Texas A&M University-Commerce  
**Banner UserID Request**

Name (*Please Print*) \_\_\_\_\_

Campus Wide ID: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Employment Status: \_\_\_ Staff \_\_\_ Faculty \_\_\_ GA/TA, or Student Employee \_\_\_ Temporary

This account should have the same security as (user name) or should include (describe type of access):  
\_\_\_\_\_

**User's Statement of Responsibility:**

I understand that I will be in violation of university regulations and state and federal law if I gain or help others gain unauthorized access to the Banner information system. I acknowledge that I will be in violation of university and state and federal law if I allow anyone else to use my I.D.

I understand that by the virtue of my employment with Texas A&M University-Commerce, I may have access to records which contain individually identifiable information. The disclosure of individually identifiable information is prohibited by the Family Educational Rights and Privacy Act of 1974. I fully understand that the intentional disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure violates Texas A&M University's policy and could constitute just cause for disciplinary action. Disciplinary action could include termination of employment regardless of whether criminal or civil penalties are imposed.

Signature below indicates acceptance of the **Statement of Responsibility** and the following Banner account guidelines:

- Any user account that is not accessed a minimum of one time in 120 days will be disabled. The user may contact Technology Services to have the account enabled.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept Head/Supervisor Name (Print) \_\_\_\_\_

Dept Head Signature \_\_\_\_\_ Date \_\_\_\_\_

WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST, RECEIVE, REVIEW AND CORRECT INFORMATION ABOUT YOURSELF COLLECTED BY THIS FORM.