

## SQL Query Banner Data Access Request Form

**Instructions:** This form is for Banner data access **directly from the Banner database for SQL Query ONLY**. Please fill in information below. •Indicate Type of Access Requested and provide justification • Review FERPA statement • **Sign the Accountability statement and send form to studataaccess@gsu.edu and the appropriate authorized signers, needed.**

Full Name: _____	Campus ID: _____
College/Unit: _____	Phone: _____
Email: _____	Job Title: _____

**I am currently a Banner AppNav User** and I need access to Banner data table access directly from the Banner database.

**I do NOT need Banner AppNav** access but I need access to Banner data table access directly from the Banner database.

**\*Required\* Please indicate in which environment(s) SQL Query access is needed:**

- \_\_\_\_\_ DEV
- \_\_\_\_\_ QA
- \_\_\_\_\_ PROD

**\*Required\* Please indicate why SQL Query access is need in the box below and sign the Statement of Accountability.**

Why is this access needed? Please provide a detailed justification for this request. Additional paper may be attached.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) and university policy restrict the release of student information. A printout that contains student information that is viewed through Argos is available only to university faculty and staff and only when required for the performance of their duties. Users must have a legitimate educational interest. Penalties are severe for both the university and the user who violates a student's right to privacy.

### Accountability Statement

I understand that I may be provided with direct access to confidential and protected information. I will maintain in strictest confidence the data to which I have access. Any confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to this data for the sole purpose of conducting official business of the University. I understand that the use of this system for personal purposes is prohibited and that any abuse of access to these systems may result in loss of access to all University systems and in disciplinary action up to and including dismissal and possible legal actions.

Signature: _____	Date: _____
Print Name: _____	Signature of College Dean/Director of Unit: _____

**Request Access To:** You can review the Data Element Dictionary for Banner data tables information at the bottom of the [Banner documentation page](#).

**Student Data** - Access to student data (non-financial data). **(Requestor: Please send form to [tmirus@gsu.edu](mailto:tmirus@gsu.edu))**

Please specify Banner Student table(s)		

OFFICIAL USE ONLY                      REGISTRAR APPROVAL		
Data Steward, Please send approved form to <a href="mailto:dba@gsu.edu">dba@gsu.edu</a> . If not approved, please communicate with requestor.		
Print Name	Signature	Date

**Student Accounts Data** – Access to student account data – GLBA data training must be completed and specific GLBA VPN profile is required. **(Requestor: Please send form to Student Accounts Authorized Signers on the [Authorized Signers list](#))**

Please specify Banner Student Accounts table(s)		

OFFICIAL USE ONLY                      STUDENT ACCOUNTS DATA STEWARD APPROVAL		
Data Steward, Please communicate with the Security team ( <a href="mailto:cyberawareness@gsu.edu">cyberawareness@gsu.edu</a> ) and make sure requestor has completed GLBA data training <b>BEFORE</b> sending approved form to <a href="mailto:dba@gsu.edu">dba@gsu.edu</a> . If not approved, please communicate with requestor.		
Print Name	Signature	Date

**Financial Aid Data** - Access to financial aid data - GLBA data training must be completed and specific GLBA VPN profile is required. **(Requestor: Please send form to Financial Aid Authorized Signers on the [Authorized Signers list](#))**

Please specify Banner Financial Aid table(s)		

OFFICIAL USE ONLY                      FINANCIAL AID DATA STEWARD APPROVAL		
Data Steward, Please communicate with the Security team ( <a href="mailto:cyberawareness@gsu.edu">cyberawareness@gsu.edu</a> ) and make sure requestor has completed GLBA data training <b>BEFORE</b> sending approved form to <a href="mailto:dba@gsu.edu">dba@gsu.edu</a> . If not approved, please communicate with requestor.		
Print Name	Signature	Date

## Please note:

If you need both SQL access and AppNav access, you will need to complete both the SQL Query Banner Data Access Request form and the appropriate [Banner AppNav Request form](#).

### DBA Team:

Please communicate with requestor once access has been granted.

If requestors are approved for GLBA data access, please send them the VPN Group Profile Management link so they can follow the instructions below.

Below is the GLBA VPN profile request process created by the IIT team.

- 1 . User's **supervisor** must submit a VPN profile request for their staff with approved Banner GLBA data access via the VPN Group Profile Management link.
- 2 . From the VPN Group Profile Management link:
  - ✓ Select "Add member to GLBA group"
  - ✓ Select VPN Profile Name "GLBA BANNERPROD2"
  - ✓ Add user's "Campus ID". Please only enter users who are already approved for Banner GLBA data access.