

Kent State University

Banner Database Connectivity Security Agreement (e.g. TOAD)

Section 1 – To be completed by Security Administrator

Full User Name: _____ FlashLine User Name: _____

Department: _____ KSU Banner ID Number: _____

Connectivity is granted to those that require information stored in databases at Kent State University. This database access is limited to workstation use within the Kent State University private network (on campus only) or through the use of an IS-approved VPN. If the user no longer requires access to Banner direct SQL query (TOAD), please check the "Remove Access" option below:

☐ Remove Access

This access is granted to the specified FlashLine username above. The staff member granted access is responsible for ensuring that workstation security is not compromised by agreeing to the items listed below. Therefore, in this regard:

I, the undersigned, acknowledge that I understand and accept the following statements:

- A Confidentiality Form for the staff member is already on file / being filed.
- Antivirus software has been installed on the client workstation, and reasonable efforts will be made to keep this antivirus software updated.
- The most current patches and updates available to the Microsoft Windows operating system are installed and will be updated regularly.
- The assigned staff member will not use any "save password" utilities within the requested database.
- Password to database should not be shared with other users.
- Privileges will be revoked if the staff member is reassigned, no longer requires access to the database, or leaves the university for any reason.

NAME (Please Print) _____ Signature _____

Information obtained by the database access is limited to the original purpose of the access request. If it is determined that information is being used for other non-stated uses, the Departmental IT Staff and Security Administrator have the right to revoke access privileges.

Security Administrator Print Name _____ Date _____ Dept. _____

Security Administrator Signature _____

Banner Instances (eProd, eQA, etc.) _____

Requested Modules:

- | | |
|--|--|
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Finance | <input type="checkbox"/> KSU Custom |
| <input type="checkbox"/> Advancement | |
| <input type="checkbox"/> Student (Admissions, Registrar, Bursar) | |
| <input type="checkbox"/> Registrar | |

(The KSU Custom encompasses all modules. All of the tables and views were customized by Kent State University).

Section 2 – To be completed by department Data Steward

Registrar Data Steward Signature _____ Date _____

Bursar Data Steward Signature _____ Date _____

Finance Data Steward Signature _____ Date _____

Financial Aid Data Steward Signature _____ Date _____

Human Resources Data Steward Signature _____ Date _____

Admissions Data Steward Signature _____ Date _____

Advancement & Alumni Relations Data Steward Signature _____ Date _____

Section 3 – To be completed by Information Technology

Information Technology Signature _____ Date _____

Section 4 - To be completed by Access Management

Completed by _____ Date _____

☐ Verify confidentiality agreement, ☐ Grant approved access, ☐ Notify dept security administrator, ☐ Notify data steward

Instructions: Complete section 1 and collect all Data Steward signatures in section 2, then send to Andrea Nunley, anunley@kent.edu for Information Technology review and signature. When complete submit for processing via TeamDynamix Ticket:

<https://kent.teamdynamix.com/TDClient/2005/Portal/Requests/ServiceDet?ID=51151>