



# TEXAS A&M UNIVERSITY-TEXARKANA BANNER AND WEBFOCUS ACCESS REQUEST FORM

Required fields must be filled in.

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## PART I: USER INFORMATION

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Full Name: \_\_\_\_\_ EagleID: \_\_\_\_\_  
Title: \_\_\_\_\_ Department   
Office Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Your Birthdate (MM/DD/YYYY): \_\_\_\_\_ CWID: \_\_\_\_\_  Do not have a CWID

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## PART II: ACCESS REQUESTED (check all that is needed)

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- New Banner account       New WebFocus account       Delete Account  
 Change of Banner Profile       WebFocus Change or Add

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## PART III: CHOOSE A PROFILE

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Please see the [attached page](#) for list of Banner profiles or WebFocus folders

Profile Name: \_\_\_\_\_ WebFocus: \_\_\_\_\_

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## PART IV: COMPLIANCE

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### User Agreement

- I agree that by requesting this account I will be responsible for its security and understand that I may be held liable by the University as a result of any unauthorized access to the system by my negligence in protecting the security of my account. I agree to notify Information Technology immediately if I have any reason to believe the security of my account has been violated. I will be the only user of this account.
2. I understand that users do not own accounts on University computers, but are granted the privilege of exclusive use. See Electronic Communications Privacy Act of 1986 (title 18 U.S.C. sections 2510 et. seq.)
  3. I understand that any attempt to circumvent data protection schemes or uncover security loopholes is a violation of state and federal law.
  4. I understand that knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks is prohibited.
  5. I agree to respect copyright and intellectual-property rights. Users must adhere to the Texas A&M University-Texarkana Administrative Rule 29.01.03 H0.07, Security of Electronic Information Resources and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
  6. I agree to abide by the University rules regarding use of electronic mail facilities as detailed in the Texas A&M University-Texarkana Administrative Rule 29.01.03.H0.04, Email Use.
  7. I understand that upon termination of employee status this account will be removed.
  8. Passwords expire the same as an EagleID (Active Directory) account gets expired every 180 days regardless of full-time or part-time status.
  9. Any Banner account that is not accessed a minimum of one time in 180 days will be disabled.

**Federal Family Education Rights and Privacy Act (FERPA)**

Maintaining the confidentiality of educational records is the responsibility of all faculty, staff and student employees at Texas A&M University.

**Confidentiality**

Your security password should remain confidential. You must log off of any application you are using when you leave your computer work station or you must lock your computer.

**Educational Records**

You may access records only as required to perform assigned duties. You may not update your own record or that of any person known to you or of a relative. Within the University, anyone whose designated responsibility requires access may use information from student records for appropriate research, educational, or service functions.

**PART V: AUTHORIZATION**

As the employee, I understand that I must adhere to all data security policies and data insertion standards. I have read this form in full and agree to the conditions and terms outlined.

Signature of Employee	Printed Name	Date

Mentor Signature	Printed Name	<input type="checkbox"/> <i>Mentor not required due to previous training or for WebFocus access only.</i>

*Supervisor & Department Head Authorization*

Authorization from the proper Supervisor or Department Head for the access requested is required. Access to Banner and/or WebFocus must be authorized by the employee's Supervisor. By signing below, the supervisor certifies that the access requested is required to perform the duties of the employee's position and that the Banner Security officer will be notified of any change in the duties or status of the listed employee.

As the employee's supervisor, I understand it is my responsibility to explain and create a level of awareness in the employee concerning the University's data standards.

Supervisor/Dept. Head Signature	Printed Name	Date

Please email scanned or electronic form to [isite @tamut.edu](mailto:isite@tamut.edu)

**BANNER SECURITY - STAFF USE ONLY**

Form Received:

EagleID of Requester:

Completed by:

iSite Ticket #:

Date completed

Notification sent:

## Registrar's Office:

PROFILE\_REGISTRAR  
PROFILE\_REGISTRAR\_ASST  
PROFILE\_REG\_CURRIC\_COORDINATOR  
PROFILE\_REG\_GRAD\_SPECIALIST  
PROFILE\_REG\_STU\_WORKER  
PROFILE\_REG\_TRANSCRIPT\_EVAL  
PROFILE\_RELLIS\_QUICK\_ADMIT

## Academic Advising:

PROFILE\_ACAD\_ADVISING  
PROFILE\_ACAD\_ADVISING\_02  
PROFILE\_ACAD\_ADVISING\_ATHLETIC  
PROFILE\_ACAD\_ADVISING\_TEST\_CTR  
PROFILE\_ACAD\_ADVISING\_TEST\_AST  
PROFILE\_ACAD\_ADVISING\_TRIO  
PROFILE\_ACAD\_ADVISING\_TRIO\_STU

## Admissions:

PROFILE\_ADM\_ANALYST  
PROFILE\_ADM\_COORDINATOR  
PROFILE\_ADM\_DIRECTOR  
PROFILE\_ADM\_DIRECTOR\_ASST / 02 / 03  
PROFILE\_ADM\_RECRUITER / 02  
PROFILE\_ADM\_STU\_WORKER / 02 / 03  
PROFILE\_ADM\_TRANSFER

## Business Office:

PROFILE\_BUS\_OFFICE\_BURSAR  
PROFILE\_BUS\_OFFICE\_CASHIER  
PROFILE\_BUS\_OFFICE\_ACCOUNTANT  
PROFILE\_BUS\_OFFICE\_STU\_WORKER

## Financial Aid:

PROFILE\_FIN\_AID\_ANALYST  
PROFILE\_FIN\_AID\_ASST\_DIRECTOR  
PROFILE\_FIN\_AID\_DIRECTOR  
PROFILE\_FIN\_AID\_LOAN\_COUNSELOR  
PROFILE\_FIN\_AID\_MGR\_CUST\_REL  
PROFILE\_FIN\_AID\_SCHOLARSHIPS  
PROFILE\_FIN\_AID\_STU\_RELATIONS  
PROFILE\_FIN\_AID\_STU\_WORKER  
PROFILE\_FIN\_AID\_VETERAN\_SERV  
PROFILE\_FIN\_AID\_VET\_STU\_WORKER

## Student Life:

PROFILE\_STUDENT\_LIFE  
PROFILE\_STUDENT\_LIFE\_HOUSING  
PROFILE\_STUDENT\_LIFE\_STU\_WORKER

## OTHER:

PROFILE\_ANALYST PROFILE\_ATHLETICS\_COMP  
PROFILE\_COLLEGE\_SEC\_ADVISING  
PROFILE\_CUSTOMER\_SERVICE  
PROFILE\_ENROLLMENT\_ANALYST  
PROFILE\_ENROLLMENT\_DIRECTOR  
PROFILE\_FACULTY\_ADVISORS  
PROFILE\_GRAD\_SPECIALIST  
PROFILE\_GRAD\_STUDIES / CBET  
PROFILE\_HONORS\_ADMIN  
PROFILE\_INTL\_STUDIES / ASST  
PROFILE\_LIBRARY PROFILE\_NTCC\_PROGRAM / 02  
PROFILE\_PARKING  
PROFILE\_TEACHER\_CERTIFICATION

# WebFocus Folder Access:

## Folders:

14E  
Admissions  
CELA  
Class Rosters  
COB  
Enrollment Processing  
Faculty  
Financial Aid  
Fiscal Office  
Graduate Studies

## Folders:

Honors  
Housing  
ID Center  
IDM  
Library  
Marketing  
NTCC/PJC  
Nursing

## Folders:

Recruitment  
Scholarships  
STEM  
Student Data Portal  
Student Engagement  
Technology/DE