

## XTENDER Module Banner Security Form

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Xtender provides imaging document management, data capture, storage management, output capture, and report management for individual departments and for the entire University

Complete this form for access to Xtender and fax to the IT office at 970.351.1650.

### CLIENT INFORMATION

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Bear Number: \_\_\_\_\_ Department: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Employee Type: Faculty      Staff      TA/GA      University Aide      Student Employee

Bearmail ID (For Student Employees Only): \_\_\_\_\_

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### ACTION

- New User: If you do not have currently have Banner access
  - Update User: If you currently have Banner access to the listed database
  - Remove User: Employee leaving University/Department and no longer needs Banner access
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### DATABASE

PRODUCTION       TEST

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### XTENDER MODULE NEEDS

Please indicate what information you need the Xtender system access for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION NAME \_\_\_\_\_

VIEWER     INDEXER     ADMIN

APPLICATION ADMIN AUTHORIZATION \_\_\_\_\_

IT AUTHORIZATION \_\_\_\_\_

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### **CLIENT SIGNATURE (PLEASE REVIEW AND SIGN)**

I acknowledge that I have read the University of Northern Colorado procedures for the administration of the Family Educational Rights & Privacy Act at <http://www.registrar.unco.edu/Ferpa/Ferpa.htm> and the University of Northern Colorado Information Technology Procedures at <http://www.unco.edu/it/aboutit/computingproceduresindex.htm> and the University of Northern Colorado Ursa Data Standards at [http://www.unco.edu/ursaunc/resources/data\\_standards.pdf](http://www.unco.edu/ursaunc/resources/data_standards.pdf). I further acknowledge that I understand my responsibilities as related to FERPA and to the Information Technology policies and understand that unauthorized release of student information is in violation of the FERPA policy and will necessitate the revocation of access to the University data. Violation of FERPA and Information Technology policies and any improper use of computer resources may result in disciplinary action up to and including termination.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **SUPERVISOR AUTHORIZATION (PLEASE REVIEW AND SIGN)**

When you sign this request to grant access you assume the responsibility to provide training for the person receiving the authorization, to provide information about FERPA, to monitor the use of the information, to request the cancellation of access should the user resign or be terminated from his/her position, and authorize changes for login.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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