STUDENT SYSTEMS SECURITY REQUEST FORM FGCU | Records & Registration The purpose of this form is to request access to new users, modify existing access, or revoke current access to student related systems,such as BANNER, BDM, GULFLINE, COGNOS, FLORIDA SHINES, COLLEGE SCHEDULER, and/or TABLEAU. This student security request form may be submitted by the <u>employee's direct supervisor or designee</u>. If submitted by the designee,

Attention Supervisors: By submitting or approving the following security request, you are assuming full responsibility for your staff's access, removal of access when no longer needed and completion of annual security audits

supervisor approval is REQUIRED. Access will NOT be granted without the supervisor's written approval.

New Account	
Employee's Direct Supervisor Parame* Employee's Direct Supervisor Email* EMPLOYEE'S DIrect Supervisor Name* Employee's Direct Supervisor Email* EQUEST TYPE* New Account Modification to Edisting User Access Revoke Current Access USER INFORMATION IN* Grant/Modify Access Starting On* IN* Grant/Modify Access Starting On* IN* Grant/Modify Access Starting On* IN* College/Department* College/Department* Work Phone Institute Just Name ACCESS INFORMATION Fromst (bree digit are code) 2000000000000000000000000000000000000	/ISOR INFORMATION
Employee's Direct Supervisor Name * Employee's Direct Supervisor Email * DATABASE ENVIRONMENT * Production Pre-Production Tests	1 *
ACCOUNT TYPE / ENVIRONMENT Production P	
DATABASE ENVIRONMENT* Production Modification to Existing User Access Revoke Current Access Revoke Current Access USER INFORMATION User Information and informat	Employee's Direct Supervisor Email*
New Account Modification to Existing User Access Pre-Production Pre-	/ ENVIRONMENT
Modification to Existing User Access Revoke Current Access Pre-Production/Test	DATABASE ENVIRONMENT*
USER INFORMATION UIN* Grant/Modify Access Starting On* \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Production
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Must have an employee email address. Format: (three-digit area code) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Provide a brief statement outlining the business-related reason this user needs access. ACCESS INFORMATION Grant the Following Access* BANNER BDM GULFLINE COGNOS DEGREE WORKS FLORIDA SHINES COLLEGE SCHEDULER TABLEAU BANNER Student Access May be Requested in Three Different Ways (select one) By Banner Student Functions - (select from provided Banner functions list) By Banner Student Classes (requester must provide Banner class name(s)) By Banner Student Page AND Access Type per Page (query or maintenance) (requester must provide Banner page name(s) and access type for each page) GULFLINE Access Requested * Advisor	Work Phone
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ACCESS INF Grant the Following Access * BANNER	

All requests for granting or revoking DEGREE WORKS access MUST be initiated by the appropriate college or department designee and made through the <u>Degree Works SharePoint site</u>.

View <u>List of Authorized Account Requestors</u>

IMPORTANT: Degree Works access will NOT be granted nor revoked if the request is not submitted via the Degree Works SharePoint site, by one of the department designee authorized account requestors. The purpose of the "Degree Works" checkbox in this form, is only to provide the requestor with the link, where the request may be submitted. Degree Works has its own system to request access.

TABLEAU Access Requested

	Select all that apply
Academic Records	
Admissions	
Advisor Assignment	
Canvas	
Degree Information	
Degree Works	
GPA Information	
Grades	
Holds	
Housing Assignment	
International Student Information	
Person Information	
Student Athlete Information	
Student Course Registration	
Service Learning	
Transcript Information	

Additional Comments		

SIGNATURE	
	[clea

Use your mouse or finger to draw your signature above

Date/Time



Submit Form