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 **employee's direct supervisor or designee**. If submitted by the designee, supervisor approval is REQUIRED. **Access will NOT be granted without the supervisor's written approval**.

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.

REQUESTER/SUPERVISOR INFORMATION

Who is Completing and Submitting this Security Form? *
- ◉ Employee's Direct Supervisor
- ○ Supervisor's Designee

Employee's Direct Supervisor Name *
[   ]

Employee's Direct Supervisor Email *
[   ]

ACCOUNT TYPE / ENVIRONMENT

REQUEST TYPE *
- ◉ New Account
- ○ Modification to Existing User Access
- ○ Revoke Current Access

DATABASE ENVIRONMENT *
- ☑ Production
- ☐ Pre-Production/Test
- ☐ Other:

[   ]
Specify database environment(s), if "Other" checkbox is selected.

USER INFORMATION

UIN *
[   ]

Grant/Modify Access Starting On *
[▲▼] [▲▼] [▲▼] [📅]

Legal Name *
[   ]   [   ]
First Name   Last Name

Job Title *
[   ]

College/Department *
[   ]

Employee Email *
[   ]
Must have an employee email address .

Work Phone
[   ]
Format: (three-digit area code) XXX-XXXX

JUSTIFICATION *
[   ]
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
- ☐ Faculty

DEGREE WORKS Access Requested

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

View List of Authorized Account Requestors

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

[clear]

Use your mouse or finger to draw your signature above

Date/Time

| Jun ⬍ | 06 ⬍ | 2024 ⬍ | 📅 |

Submit Form