

System Access Authorization for Financial Aid

Add	Delete	Name (Last, First)	Username	Position	Department	Extension

FINANCIAL AID OFFICE:

	FA_FINAID_STAFF	FA_FINAID_NEW_STUD
	FA_FINAID_TITLE_IV	FA_FINAID_RET_STUD
	FA_FINAID_NON_SYSTEMS	FA_FINAID_STUDENT
	FA_FINAID_SYSTEMS	
		Object Access ODBC Queries:
	Create Banner Home Directory (S drive)	SDA_FAIS and SDA_FAIS_FIT

OTHER FL TECH STAFF:

	FA_FINAID_QUERY	Object Access ODBC Queries:
	FA_FINAID_ADM_UGRAD	SDA_FAIS and SDA_FAIS_FIT
	FA_FINAID_CLM	

UNIVERSITY ALLIANCE STAFF:

	FA_FINAID_UA_STAFF_QUERY	FA_FINAID_UA_UPDATE
	FA_FINAID_UA_MGT_QUERY	

CONFIDENTIALITY STATEMENT

I understand that the following information may not be released, verbally or in writing, to ANY unauthorized person as mandated by the Privacy act of 1974:

Grades, grade point average, class rank, academic dismissal, hours attempted earned or transferred, student account balances, financial aid received or pending, employment status or employer, disciplinary action or law enforcement records, personal counseling records, medical records, student numbers or social security numbers.

I further understand that falsifying or otherwise altering information, either within a student or employee files or the University's database is a violation of university policy, and federal regulations. The sharing of passwords or allowing others to perform work using your password is prohibited. Students and/or employees who violate university policy are subject to disciplinary actions up to and including dismissal.

Signature of User

APPROVALS

Department Head

Date

Module Manager

Date

Administrative Computing

Date Completed