VIRGINIA TECH™

Academic Advising Initiatives

Banner Document Management System (BDM)
Access Request

Employee Information			
Name		Employee ID Number	
Employee PID		Office Phone Number	
Department Name		Department Number	

Access Privileges
Please indicate the level of access being requested.
☐ Scanning privileges
☐ Access to the following major(s) (list majors below) **OR**   ☐ Access to all majors in a college (list college)

Remove Privileges
☐ Remove BDM privileges for this employee

FERPA Compliance

Security of Data: Student Records are protected under the Family Educational Rights and Privacy Act of 1974. Students may not view their records without appropriate identification (university i.d. or driver's license). University officials with a legitimate educational interest may view student records. University officials may not release student record data without written permission of the student.

Certification: You will be required to review the University's policy of release of student information during the training session. I certify that I understand my responsibilities as an authorized user of the *Banner Document Management System*.

FERPA Training Completed	☐ Yes ☐ No	

BDM Training Requested	☐ Yes ☐ No	

Approval Signature		
Employee (**SIGNATURE**)		
College BDM Adminstrator* (**PRINT**)		
College BDM Administrator (**SIGNATURE**)		Date

*College BDM Administrator		
AAD, Rob Jacks	CNRE, Cathy Barker	PCOB, Katie Wells
CLAHS, Karen Watson	COE, Natasha Smith	US, Lauren Thomas
CALS, Jennifer Carr	COS, Susan Haymore	Vet Med, Becky Jones

Please mail completed form to the Office of Academic Advising Initiatives at MC 0155.
Direct all questions to the Office of Academic Advising Initiatives at 540-231-8440.