**Banner Document Management System (BDM) Access Request**

### Employee Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee PID</td>
<td>Office Phone Number</td>
</tr>
<tr>
<td>Department Name</td>
<td>Department Number</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>FERPA Training Completed</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDM Training Requested</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

### Approval Signature

- **Employee (SIGNATURE)**
- **College BDM Administrator* (PRINT)**
- **College BDM Administrator (SIGNATURE)**

### *College BDM Administrator

- AAD, Rob Jacks
- CLAHS, Karen Watson
- CALS, Jennifer Carr
- CNRE, Cathy Barker
- COE, Natasha Smith
- COS, Susan Haymore
- PCOB, Katie Wells
- US, Lauren Thomas
- 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.*

Rev. 1/31/24