

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

Access Privileges		
<i>Please indicate the level of access being requested.</i>		
<input type="checkbox"/> Scanning privileges only		
<input type="checkbox"/> Request to access the following major(s). <i>Please list major designations individually and not the department designator.</i>		
<input type="checkbox"/> Request to access all majors for a college	College Requested	

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*.

Training Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of Requestor		Date

Approval Signature (Dean/Department Head only)		
Dean/Department Head (PRINT)		
Dean/Department Head (SIGNATURE)		Date

**Please mail completed form to the Office of Academic Advising Initiatives at MC 0155.
Direct all questions to Chenaye Blankenship at chenayeb@vt.edu or 540-231-9337**

Office of Academic Advising Initiatives Use Only		
Approved and Processed		Date