



Staff/Faculty-AD, VPN, Oracle Self Service & INB Banner User Registration Form

Please FILL-OUT on your computer, Print and Sign. Please return this form to Network Services, Maher Hall 170 Telephone: 619-260-4726/Fax: 619-849-8310

Section One: Registration Section - For All Request(s) (Please Print Clearly or fill-out using Adobe Reader)

Full Name: Extension: USD Email:

Dept: Build./Room: USD ID:

Supervisor's Department Chair/ Full Name:

Temp Employee? (Ex: Work Study, Casual Worker, Contractor, Intern, etc) YES or NO End Date:

FERPA Training Completed

The information on this form is true and correct to the best of my knowledge. By signing below, this indicates that I have received, read and understood a copy of the Usage Guidelines and Policies and I agree by these guidelines and policies.

Signature of the New User: Date:

Signature of Supervisor: Date:

Signature of Dept. Data Custodian: Date:

(For INB Banner Users only)

Section Two: For AD Users- Department Drives/Personal Home Drive:

1) (Optional) Shared Drives Access: Same as <user>@sandiego.edu

2) (Optional) Faculty 20GB Storage Yes No

3) (Optional) Personal Home Drive (ex: H:\Home): Yes No

4) (Optional) R25 (Resource 25) Installation: Yes No

Approved by Wajma Shams Lyons or Edmon Rubi, Pls initial: Date:

5) (Optional) VPN Account: Yes No

For Oracle Access:

USD Employee Self Service: Yes No USD Manager Self Service: Yes No

Oracle Labels: USD HR Public Access Reporting: Yes No

Approved by HR Signature: _____

Other Oracle Access - Same as your user name (eg. <user>@sandiego.edu):

Other Oracle Responsibilities: _____

Section Three: INB BANNER: Primary Area of Responsibility and Role(s):

To be completed by Primary Area Data Custodian

Access to which Banner Instance(s):

Production Dev1 Dev2 Test1 Test2 CONV

1a. INB Access to be copied from existing Banner User: _____@sandiego.edu

--- OR ---

1b. Indicate the Access Class to be used below, all INB users get the USD_Everybody_C role by default

Admissions	Financial Aid	Registrar
<input type="checkbox"/> STAFF <input type="checkbox"/> STAFF_TCHDATAP <input type="checkbox"/> GRAD_ADMSNS_RECRUITER <input type="checkbox"/> TEMPRY_CNLSOR <input type="checkbox"/> COUNSELOR <input type="checkbox"/> MGMT_DIRECTOR	<input type="checkbox"/> ADVISOR <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> COUNSELORS <input type="checkbox"/> STUDENT_WORKERS <input type="checkbox"/> DATALOAD_REPORTIN	<input type="checkbox"/> REGADMIN_READ <input type="checkbox"/> REGSTAFF_ASSIST2 <input type="checkbox"/> REGAREA_SCHDLR_READ <input type="checkbox"/> REGADMIN_READ_WRIT2 <input type="checkbox"/> REGARE_SCHDLR_RDWRT <input type="checkbox"/> REGLEAD_SCHDLR-READ <input type="checkbox"/> REGSTAFF-ASSIST1 <input type="checkbox"/> ONESTOP_ADVISOR <input type="checkbox"/> ONSTOP_MANAGERS
Student Accounts	Housing	Academic Department
<input type="checkbox"/> STUdT_AMANGEMENT_C <input type="checkbox"/> STUdT_STAFF_C <input type="checkbox"/> DEPARTMENT_VIEW_C <input type="checkbox"/> STUdT_READONLY_C <input type="checkbox"/> BALANCEPAYMT_C	<input type="checkbox"/> BAN_USD_HOUSING	<input type="checkbox"/> Department General Functions <input type="checkbox"/> Release Holds Access <input type="checkbox"/> Extender only

ERP-Tecnologies / AIS employee: AISSUPERUSER_PROD_C
 AISSUPER_NON_PROD

COGNOS Reporting Access: (COGNOS Account Access – Use E-Form)

Extender Imaging Access: through Web or through INB Banner
(Extender Imaging Account Access – Use E-Form)

Primary Area Data Custodian: _____ Ext: _____

(I have approved the required access to data and have received a copy of the USD Privacy, confidentiality and information Security Agreement signed by the individual requesting access).

Section Four: For Network and Telecomm Services use only

Name of the System Administrator setting up the account: _____

Signed: _____ Date: _____

Username: _____ Password: _____



University of San Diego
5998 Alcalá Park
San Diego, CA 92110

ITS Guidelines and Policies

Use of University Computing Resources is limited to authorized users only. Any suspicious activity or attempt to gain unauthorized access to this System or Network should be reported immediately to:

Network Operations
Maher Hall Room 170
Telephone 619-260-4726

1. Read policy for responsible use by visiting this link:

<http://www.sandiego.edu/legal/policies/community/technology/computing.pdf>

2. Each system user is assigned a unique user login name and password.
3. The login name and password must be kept confidential at all times. This information must not be shared with anyone including co-workers.
4. Each user is responsible for protecting their user login name from unauthorized access. User workstations must never be left unattended while logged on.
5. Passwords must be at least 8 characters in length and contain at least 1 number special character OR 1 UPPERCASE character.
6. Password must not contain the user name (ex. User: JohnD, password "1john#") will not work
7. Users will be required to reset their passwords every 90 days. For Banner – password expires every six months. For AD – password never expire.
8. If departing USD, the employee/user or their supervisor is required to notify Network Operations regarding disposition of the user account. To make arrangements call Yolanda Abitan at extension 4726 or email operations@sandiego.edu

A clearance form must be signed by the Operations Manager of Network Operations. Contact HR for clearance form.

I have read the policy on responsible use of University Computing Resources.

Signature _____ Date _____

Print Name _____