



**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

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**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).

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**Section Four:** For Network and Telecomm Services use only

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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 Oracle 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](mailto: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 \_\_\_\_\_