

# SUNY Potsdam Student Employee Banner Account Request

Please return to CTS Helpdesk - Stillman 103 - x4444

*Instructions: In order to create a Banner account for your student employee, he/she must complete the requested information below and sign the proper use statement at the bottom. No requests will be processed without the approval and required signature of the supervisor responsible for this student's Banner account.*

• **REQUESTED INFORMATION**

1. Last Name \_\_\_\_\_
2. First Name \_\_\_\_\_
3. Middle Initial \_\_\_\_\_
4. Potsdam ID (P#) \_\_\_\_\_
5. Campus Work Phone # \_\_\_\_\_
6. Department \_\_\_\_\_

***STUDENT - PROPER USE STATEMENT***

I accept responsibility for this account and ensure that its sole use be to conduct business of the college. I understand that this account may be revoked if there is reason to suspect it is being used to disrupt or violate other users' resources. By applying for this account, I am agreeing to abide by the SUNY Potsdam Information Technology Acceptable Use Policy @ <http://www.potsdam.edu/CTS/Policies/AUP.html>

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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***SUPERVISOR - APPROVAL & RESPONSIBILITY ACCEPTANCE***

I grant permission for this account to be created and accept responsibility for ensuring that proper use of this student account meets both the standards set by my department and the guidelines set forth in the SUNY Potsdam Information Acceptable Use Policy @ <http://www.potsdam.edu/CTS/Policies/AUP.html>.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_