Information Technology
Banner/Argos Account Request Form

What type of account are you requesting to be created? Check all that apply:
- Banner INB
- Argos
- Time & Leave

Please make sure each field marked with * is completed. Incomplete form will not be processed.

User Information. To be completed by the new user.

*Last Name ________________________  *First Name ________________________  Middle Initial ________
*Department ________________________  *Title ________________________  *Phone __________
*Network Login Account ________________________  Banner ID ________  EMPL ID ________
*Status (check one):  Full-time  Part-time

*User Signature ________________________  *Date ________________________

Please note that at every Internet Native Banner (INB) and/or Argos login, you will be required to affirm to the CUNY Security Policies.

Access Requested. To be completed by Department head and Security Class Owner.

Make sure that the new Banner INB user has reviewed the Banner Data Entry Standards.

If access for this user needs to be replicated from existing Banner account, please specify account ________________

Check Personally Identifiable Information (PII), SSN, DOB security access level below if applies:

*SSN:  Access  Conceal  Mask
*DOB:  Access  Conceal
*PII record level access:  Student  Employee  Faculty  Vendor

Department Head:

*Last Name ________________________  *First Name ________________________

*Signature ________________________  *Date ________________________

Comments specific to user access: _________________________________________________________________

______________________________________________________________________________________________

Security Class Owner:

*Last Name ________________________  *First Name ________________________

*Signature ________________________  *Date ________________________

Complete, scan and then email the form to the IT Services at itservices@gc.cuny.edu. Applicant or security class owner will be notified when account has been created.

For information how to use Banner and Argos please visit IT Frequently Asked Questions or IT Training Videos.

For IT Services: For all Banner INB/Argos users please assign the user to BannerG AD security group and create the jobsub folder. No GC Network account is needed for those users who ONLY require access for Time & Leave purposes.

***After account is created, the Security Class Owner should be contacted to complete/verify new user access.***
Banner User Privileges and Responsibilities

Name: ___________________________________  Department: ____________________________________
(Print Full Name)

Graduate Center individuals entrusted with access to personal and institutional data from the Banner administrative information systems are subject to the following privileges and responsibilities. These responsibilities include fulfilling the letter and the spirit of the CUNY’s Computer Use Policy and Family Education Rights and Privacy Act (FERPA) regarding confidentiality of student records. Violation of any of the privileges and responsibilities listed below may result in disciplinary action. To gain access to the Banner administrative information systems, you must agree to accept the responsibilities described below. Please sign the end of this document to indicate that you agree to accept these responsibilities.

1. For security to be successful, users should not reveal their passwords to any other person. Users must change default Banner password on first logon. Users’ personal passwords must not be the same as the departmental password.

2. If/when you leave employment with the Graduate Center, you must notify Department Head to close your account.

3. Users of the Banner systems may view only that information required to fulfill their job responsibilities.

4. Users of administrative information systems with access to software documentation, object code, or source code, will not make such documentation available to others.

5. All information is to be used only for institutional purposes. Without proper authorization, users of administrative information systems may not gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the university.

6. Users of the Banner system are entrusted with maintaining the integrity of Graduate Center institutional records and data. They must at all times use the university computing system in accordance with established standards and procedures and may not alter, damage, or destroy computer systems, networks, software, or institutional data, except to update data as required by their jobs.

7. All information relating to Graduate Center students, faculty, employees, and vendors is confidential. Departmental personnel with access to this information will not reveal such information except to the extent required by his or her job responsibilities. Users should familiarize themselves with the FERPA guidelines that describe the Graduate Center CUNY policy with regard to confidentiality of student records.

Violation of any of the above terms may subject a user to disciplinary action.

Signature: _________________________________  Date: ________________________