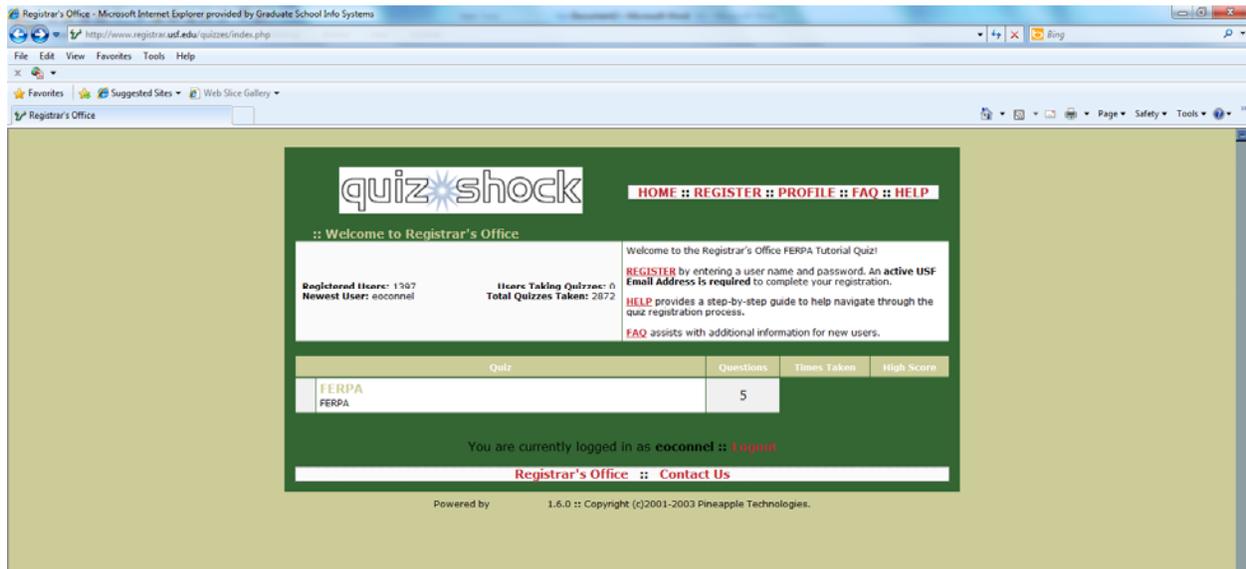


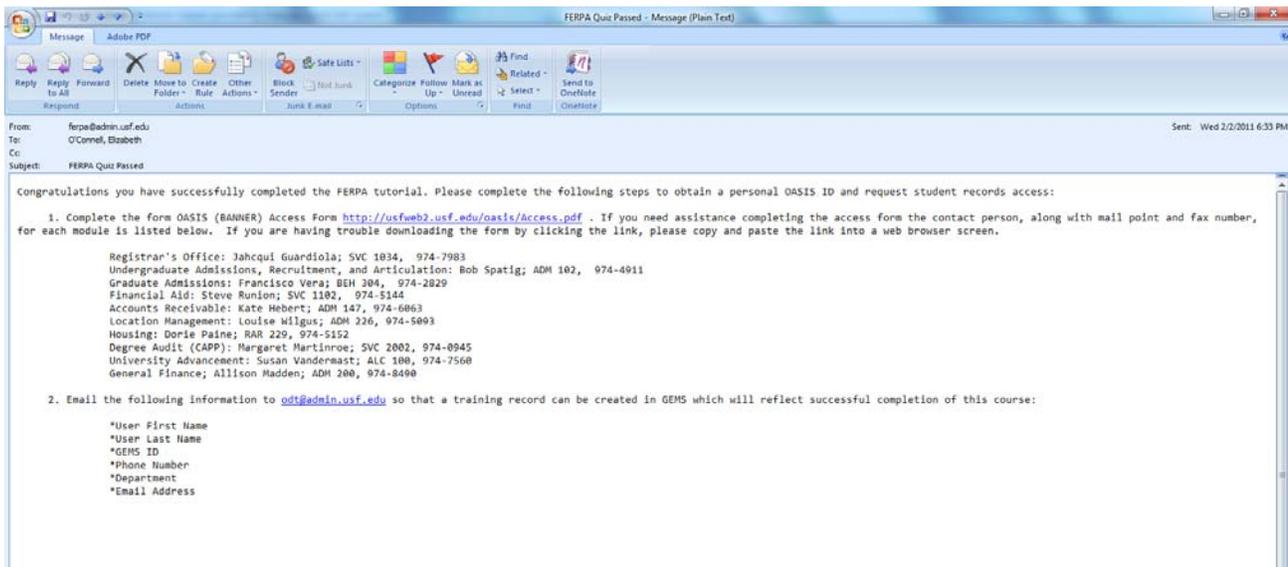
HOW TO GET BANNER ACCESS TO VIEW GRADUATE ADMISSION DATA IN BANNER

Please use the following link to access the FERPA Tutorial and the Banner Access form here (the form is available after the tutorial is completed): <http://usfweb2.usf.edu/oasis/requestid.htm>

After reading the FERPA tutorial you will be directed to register to take a 5-question quiz. When you reach this screen click on the red "Register" and provide the information requested (username, password, & email address). Once this has been completed use this information to "register" for the quiz: fill in the username and password you created on the "quiz-shock" form and select the "FERPA" quiz in the "Quiz" column of the form. This will take you to the quiz. You need to get 4 of the 5 questions correct to pass and obtain the Banner access form.



When you pass the quiz, an email will be sent to you with a link to the "Request for OASIS (BANNER) Access" form. It will look like this. Click on the "access form" link.



The following pdf form will open. Fill out sections 1 and 2. Sign it yourself in section 2 and have your accountable officer/supervisor sign it in section 1. Then fax or scan/email it to the Asst. Director of Admissions, Francisco Vera at fvera@grad.usf.edu. He will give you "read" access for the graduate admissions records in Banner, and you will be able to see the data & documents we have on file for your applicants. Also follow the instructions in item 2 on the email message to set up a training record by sending the following information to the Talent Management office (odt@admin.usf.edu): first name, last name, GEMS ID, phone, department, email address.

Request for OASIS (BANNER) Access Revised 10/08/07

1. COMPLETE THIS SECTION: (PLEASE PRINT CLEARLY)

Requester's Name:		Position:	Student: (CIRCLE ONE)	Yes	No
E-mail Address:		Office Phone:	Mail Point:		
Employee ID#:	UID#:	Accountable Office Name:			
Department Name:		Accountable Officer Signature:			
Department ID#:		Accountable Officer Phone:			
If you currently have a userid in another Enterprise Business System (i.e. FAST or GEMS, please write it here: _____)					

2. READ THIS SECTION and SIGN BELOW:

Responsibilities Associated With Access to University Data:

- 1) Data to which you have access in the conduct of legitimate University business may not be used for any other purposes, nor may it be passed on by you to any other person, in any form, for any purpose other than legitimate University business.
- 2) You are responsible for the security of the data to which you have access. This includes your adherence to University, College, Campus and departmental policies regarding access to data, keeping data, diskettes, and printouts in secure locations, periodically changing passwords, and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present.
- 3) You are responsible for distinguishing between public, directory and confidential information. For guidance, see the USF catalog and USF Policy and Procedure 0-106. Confidential information regarding students or staff may not be released in any personally identifiable format without permissions of the individual. Individual directory information may be released unless a student has requested otherwise. Always check the privacy flag in student data before releasing directory information. Any public information may be displayed in either individual or aggregated format.
- 4) For consistency, official counts of students, employees and other items are developed or maintained by the Office of Decision Support. Many of these are printed in the University Fact Book. It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents. Your signature below indicates that you have read, and agree to comply with, the above Statement of Responsibility.

When Francisco receives your completed access form he will fill out the remainder of the form and send it to the USF IT department which will activate your access. Please allow approximately 2 weeks for all of this to get processed and activated.

For assistance navigating through the OASIS/Banner records please take the tutorial offered by USF's Office of Talent Management. To take the tutorial, go to <http://usfweb2.usf.edu/human-resources/Talent-Management/computer-and-business-systems/oasis-navigation.asp>. In addition, you may contact the Graduate Admissions staff for assistance with navigation (813.974.8800).

Updated 2/2/11