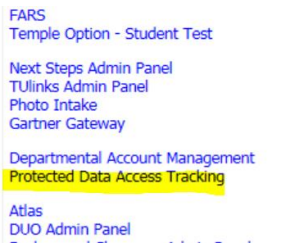


Requesting Protected Data Access

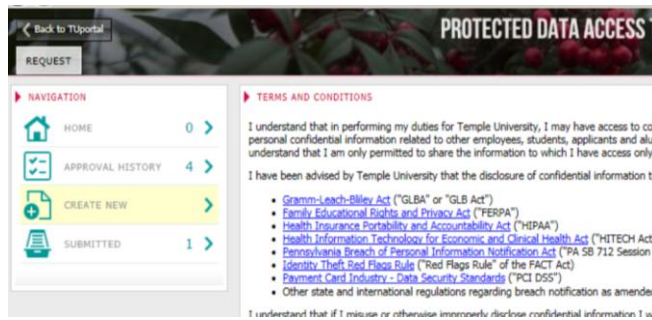
Each person requesting new access to student information in Banner will need to initially acknowledge their understanding of protected data. This must occur before submitting the Administrative Systems Access request.

To get started, the individual initiates this acknowledgement by following these steps.

Log on to TUportal and select 'Protected Data Access Tracking' from the left hand channel



This link connects to the 'Protected Data Access Tracking' page. Select 'Create New'.



After reading the policies and agreeing to the rules, select Approver, then 'Personally Identifiable Information (PII)', then ALL Systems. Agree to uphold the policies. This request is then sent to the supervisor for approval.

