



**SSB ACCESS** - provides view only access to budget data – (Select the appropriate checkbox below)

I need SSB Access to ALL of the same funds and orgs indicated in table above

I need access to the following funds and orgs:

FUND	ORG	FUND	ORG	FUND	ORG	FUND	ORG

**EMPLOYEE Agreement (Required):**

I, \_\_\_\_\_, understand that the data contained in the Banner Database is confidential. I also understand that the access I am requesting is for my use in performing my duties and responsibilities. Therefore, **I agree that my User ID and password will NOT be shared with any other persons**, and that I am responsible for any accesses logged against my User ID. I also understand that failure to keep my password private and secure may result in termination of my ability to access the Banner Database.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

**SUPERVISOR/ORG CODE OWNER Agreement (Required):**

By signing below, you are aware that you are responsible for terminating access for the employee if she/he is no longer working at CCCS **or within your department**. Notify the CCCS Deputy Controller of termination no later than employee's last day in the position for which access was originally requested.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Org Code Owner Signature (if different than Supervisor)

\_\_\_\_\_  
Date

<p><i>For Fiscal Dept. Use Only</i></p> <p>Controller Approval: _____</p> <p>Entered on FOMPROF by: _____</p> <p>Date Entered: _____</p>
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