How to fill out the Edgar/Banner Security Agreement - Student


   a. In the email address section you will enter your full, net ID Rice email address. Ex: cej1@rice.edu.

   b. Do not enter a password.

   c. Click on Sign In

2. You will then see the Rice Identity Provider login

   a. Enter your Net ID and Net ID Password

   b. Click Login

   c. You should see the following page, with the Rice logo on top. (Note: If you do not have the Rice logo on the Adobe Sign page you are on you will need to send an email to help@rice.edu to request access to Adobe Sign.)
3. In the middle of the page, select the workflow "OIT – Security Agreement - Edgar/Banner - Student" from the dropdown, then click Start. (If you do not see the "workflow dropdown", please email help@rice.edu to request Adobe Sign access.)

4. Enter the applicant and department head email addresses. (Note: The department head must have Signature Authority for the access that is being requested.) Do not edit/remove the Controller's Office Approval and Security Administrator email addresses.

5. Update the document name to read “Student Security Agreement – FIRST LAST YYMMDD” (Note: First and Last should be the first and last name of the student applicant)
6. Click Send

7. This will bring you to the application. Please make sure to complete anything with a red asterisk along with any security access being requested. Once the form is completed, click the submit button in the bottom black bar. (Note: Incomplete or inaccurate forms will require additional time to process.)
Note: If All C funds is requested enter “C%” in the Fund/Fund Type box
8. After you click submit, the application will be sent to the applicant's email. The applicant must read the Code of Responsibility and initial in three locations, then sign they have read and understood.

9. Once the applicant has completed the form, it will be sent to the Department Head’s email you listed initially. When they have signed the application it will be automatically sent to Controller for approval, then to the OIT Security Agreement Team.

If any questions about the process above, please email help@rice.edu.