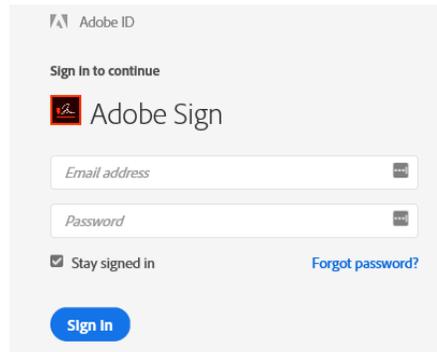
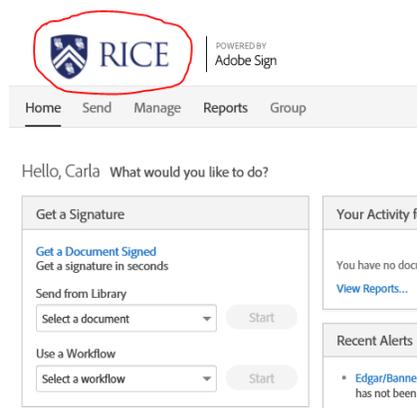


How to fill out the Edgar/Banner Security Agreement - Student

1. Go to the Adobe Sign home page: <https://riceuniversity.na1.documents.adobe.com/account/home>



- 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 drop down", please email help@rice.edu to request Adobe Sign access.)

The screenshot shows a section of the Adobe Sign interface. At the top, it says "Get a Document Signed" and "Get a signature in seconds". Below this, there are two main sections: "Send from Library" and "Use a Workflow". The "Send from Library" section has a dropdown menu labeled "Select a document" and a "Start" button. The "Use a Workflow" section has a dropdown menu labeled "Select a workflow" and a "Start" button. The dropdown menu is open, showing several options. The option "OIT - Security Agreement - Edgar/Banner - Student" is highlighted with a red rectangular box. Other options visible include "OIT - Security Agreement - Edgar/Banner", "OIT - Security Agreement - Edgar/Banner - WTE/OLR Only", and "OIT - Security Agreement - OnBase".

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)

OIT - Security Agreement - Edgar/Banner - Student

How this workflow works?

****Please read first before completing Security Agreement! Click more to view****

Instructions:

more ▾

Recipients



Applicant *

Enter recipient email	Student email address	▾ Email	
-----------------------	-----------------------	---------	--

Department Approver *

Enter recipient email	Department head email address	▾ Email	
-----------------------	-------------------------------	---------	--

Controllers Office Approval *

bwfl@rice.edu	Do Not change this email	▾ Email	
---------------	--------------------------	---------	--

Security Administrator *

SecurityAgreement@rice.edu	Do Not change this email	▾ Email	
----------------------------	--------------------------	---------	--

CC | Hide

Cc

Enter CC's emails

Document Name *

Message Template ▾

Student Security Agreement	Enter Student Name after "Agreement"
----------------------------	--------------------------------------

Options



Set Reminder

Message *

Applicant: Please read and initial that you have read the Code of Responsibility, Procedures for the student information system and User Affidavit. After read, please sign that you agree to these terms.
--

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.)

THE PERSON WILL RECEIVE AN EMAIL WITH INSTRUCTIONS WHEN THE ACCOUNT IS READY FOR USE.

Applicant Information

Full Name: Student ID#:

Rice email address: Phone:

Position Type: Student

College/Club:

Job/Title:

Do you already have an Edgar Banner Account?

Yes

No

What is your Rice NetID?

Financial System Data Access

Query

Payment Solutions Transactions & Purchasing Card History

Budget Information, Financial Transactions Queries and Downloads

Memo Reservations Detail

Data Entry

ALL DATA ENTRY PRIVILEGES

Memo Reservations

Credit Card Deposit Voucher

Inter-Department Transfer

Expense/Revenue Correction

Individual Fund & Orgs Security Privileges

Fund/Fund type	Query/ Both*
C51910	Query
G80580	

Org Code/Range	Query/ Both*
599000	Query
599000	

***Both is for both Query & Data Entry**

Note

Unless stated otherwise, FUNDS listed above left will be accessible within ALL ORGS listed above right.

Select any Query forms needed

Select any Data Entry forms needed

NOTE: if Data Entry forms are selected, "Both" access will be needed for the fund/org

Voucher, Inter-Department Transfer, and Expense/Revenue Correction, please contact Crystal Davis at crystald@rice.edu.

Enter the Fund and Org

Q = Query Only

B = Both Query and Posting

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.