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|  Banner Access Policy *Communications and Information Technologies(CIT)*  |
| Purpose | The purpose of this policy is to establish measures for security, access, and use of the Tennessee State University administrative system known as Banner. This policy intends to provide a comprehensive set of security guidelines that will ensure the appropriate and consistent protection of the University’s information assets. |
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| Scope | This policy applies to all Employees of the University that use the Banner system. |
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| Policy | Requests are made via email to include a completed Banner Security Request Form and Employee Confidentiality Agreement. Both of these forms are available online at <http://www.tnstate.edu/cit/banneraccess.aspx>. |
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| Procedures | * The Employee will complete the Employee section of the Banner Security Request Form.
* The Supervisor will complete the Supervisor section of the Banner Security Request Form.
* The Supervisor will then forward the Banner Security Request Form to the Banner Area Security Officer by email. This email will also state the business need of the Employee.
* The Banner Area Security Officer will complete the Banner Area Security Officer section of the Banner Security Request Form.
* The Banner Area Security Officer will then email the Banner Security Request Form to MIS. The Banner Area Security Officer will retain a copy of the Banner Security Request Form.
* After ensuring that the Banner Security Request Form and Employee Confidentiality Agreements have both been received, MIS will perform the requested security action.
* MIS will complete the MIS section of the Banner Security Request Form. MIS will retain a copy of these forms.
* MIS will send an email to the Banner Security Officer and the Employee informing them of the completion of the request.
* In the case of the creation of a new Banner account or password reset, MIS will send an email to the Employee with login instructions.
* In the case of an Employee separation from TSU, MIS will receive an email from esa@tnstate.edu with information regarding the Employee. MIS will complete the Employee and MIS portions of the Banner Security Request Form. MIS will retain a copy of this form and the email from ESA.
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