

Policy

Granting Banner Accounts

- Date:** December 12, 2012
- Purpose:** To establish the minimal requirements for gaining access to the Banner Student Information System by the Otis College community for the purpose of inputting and updating data.
- Scope:** This policy covers all faculty (full-time and part-time), staff (full-time and part-time), student workers, and temporary staff needing to access Banner Student Information System used at Otis College, for the purpose of inputting and/or updating data.
- Discussion:** Because Banner contains data used by many departments on campus for a variety of reasons, it is available to faculty, staff, and student employees in academic and administrative departments whose supervisors approve access. Potential users must complete, at a minimum, "Navigating in Banner" and "Personalizing Banner" in the Ellucian On-Line Web-Based-Training used by Otis College of Art and Design. In addition, supervisors may require (and are encouraged to do so) other training modules. Once completed the supervisor will fill out, sign, and forward the "Request for Banner Access" form to the CIO. The department head who approved the request will receive an email from Help Desk within 1 business day notifying him/her that your request has been received. The time required to create your account will vary depending on the Banner access and areas requested.
- In addition to the training, each new user must have on file in the Human Resources Department a signed copy of the "Privileged Access Confidentiality Agreement" before access to the Banner Student Information System can be granted.
- Details:** New Banner Student Information System users must complete and pass the Assessment for "Navigating in Banner" and "Personalizing Banner".
- The supervisor will fill out, affirm, and forward the "Request for Banner Access" to the CIO.
- Information Systems will verify with Human Resources that the new user has filled out and signed the "Privileged Access Confidentiality Agreement". This agreement must be filled out and signed before the Information Systems staff can create the account, grant access to forms requested, and provide the new user with their credentials.
- Note:** Users have the obligation to be aware of and comply with federal laws, state laws, and College policies governing the inspection and release of information, records or reports on the Banner Student Information System, including the Family Education Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996. FERPA protects the confidentiality of current and former student education records and the information contained therein. All requests for education records and information contained therein by individuals not employed by the College must be referred to the Office of the Registrar. Users are not permitted to release or disclose this

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information, unless they have been authorized to do so by the Registrar. Users are permitted to disclose education records or information contained therein to any College official or employee only if the individual has been determined by the College to have a legitimate business need for such access. These persons have responsibilities in College academic, administrative, or service functions and have reason for using the student education records associated with their job duties and responsibilities. Any questions concerning whether a College official or employee has a legitimate business need for access to such records, should be referred to the Office of the Registrar.

Revisions: December 12, 2012 - Created
March 18, 2013 - Updated by Legal Council