

29.01.99.K1.400 Student Information System Access Standard Administrative Procedure



Effective: April 1st, 2004
Revised: April 25th, 2013
Revised: March 28th, 2019
Next Scheduled Review: March 2024

Purpose

The purpose of this procedure is to establish the procedures for accessing the student Information system or Banner.

Audience

This procedure applies to employees seeking access to the TAMUK's student information system.

Applicability

Employees seeking access to the Banner student information system must complete a Banner Security Request form.

Definitions

1. **Banner:** TAMUK's Student Information System
2. **Banner 9 Admin Pages:** This is the administrative interface into Banner. Access discussed in this procedure refers to this mode of access.
ITS Banner Security Officer (BSO): Person responsible for monitoring and implementing security controls and procedures for Banner.

Student Information System Access Procedure

1. Account Creation

- a. The Banner Access Request form must be completed and signed by the applicant and his or her supervisor. The form will then be submitted to the Office of the Registrar for assignment of the Banner security class best suited to the applicant's duties.
 - i. Since TAMUK follows the principle of least privilege, employees are given the minimum access to student information necessary to perform their duties.
 - ii. If access to the Banner Financial Aid module is required, approval from the Director of Student Financial Aid Services or designee is required.
 - iii. If access to the Banner Accounts Receivable module is required, approval from the Director of Business Services or designee is required.
- b. The Office of the Registrar then returns one copy of the form to the applicant. The original is sent to the BSO.
- c. The BSO creates an account in test and production and assigns the security classes identified by the Office of the Registrar.
 - i. The applicant and the Office of the Registrar are notified via email when the Banner Access Credentials have been created.
 - ii. The applicant must receive Banner training from an approved source before getting his or her production Banner Access Credentials. If there is no member of the applicant's department to provide training, the Office of the Registrar will conduct the training.
 - iii. The production account remains locked until notification of training is received by the BSO.

2. Account Monitoring

As part of the account maintenance process all supervisors are required to review their employees' access biannually. The BSO will send user access reports biannually to every supervisor for their review. It is the responsibility of the supervisor to determine if the access granted to their direct reports is current and accurate. Discrepancies should be reported to the BSO immediately.

3. Account Password Expiration/Inactivity

- a. Access to Banner 9 Admin Pages is tied to the user's Active Directory credentials, and password complexity is therefore enforced by that system.
- b. Accounts not accessed for 90 days will be deleted and must submit a new Banner Access Request form.

4. Account Termination

Termination of accounts will be conducted through the employee checkout process for employees who terminate through the normal university checkout process.

Disciplinary Actions

Violation of this procedure may result in disciplinary action up to and including termination for employees and temporaries; a termination of contract relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of TAMUK Information Resources access privileges, civil, and criminal prosecution.

References

1. Copyright Act of 1976
 2. Computer Fraud and Abuse Act of 1986
 3. Computer Security Act of 1987
 4. DIR Practices for Protecting Information Resources Assets
 5. DIR Standards Review and Recommendations Publications
 6. Foreign Corrupt Practices Act of 1977
 7. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 8. IRM Act, 2054.075(b)
 9. The State of Texas Information Act
 10. The State of Texas Penal Code, Chapters 33 and 33A
 11. Texas Administrative Code, Chapter 202
 12. Texas A&M University-Kingsville Acceptable Use Procedure 29.01.99.K1.010
 13. Texas Government Code, Section 441
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