

29.01.99.K1.420 SIS Special Access Standard Administrative Procedure



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

Introduction

Access to the Banner Student Information System is generally granted through Banner 9 Admin Pages or Self-Service Banner (Blue and Gold) at Texas A&M University-Kingsville (TAMUK). There are special situations where report writers and developers need access to the Banner database outside of these methods.

Purpose

The purpose of this procedure is to define the procedures for special access to the Banner database.

Audience

This procedure applies to individuals requesting special access to the Student Information System database for report writing or development.

Definitions

1. **Argos:** The institutionally supported platform for report development.
2. **Banner:** TAMUK's Student Information System.
3. **Banner 9 Admin Pages:** This is the administrative interface into Banner.
4. **ITS Banner Security Officer (BSO):** Person responsible for monitoring and implementing security controls and procedures for Banner.
5. **ITS support site:** The ITS help desk ticketing system site accessible at <http://support.tamuk.edu>.

Student Information System Special Access Procedure

1. Report writers should use Argos for report development which provides the appropriate security and encryption necessary to meet University standards for access to confidential or sensitive information.
 2. Argos access must be requested through the ITS support site.
 3. For users requiring direct access to the Banner database, all connections must be over an encrypted medium. ITS currently supports the use of SSH tunneling in order to provide this access. All requests for this level of access must be requested through the ITS support site.
 4. 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 Banner Security Officer immediately.
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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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