

Purpose

The purpose of this policy is to establish measures for security, access, and use of the Berea College administrative system known as Banner. The system is not to be used for any other reason than the access and management of administrative information. This system is a shared integrated database and therefore it is important to emphasize that this policy ensures availability of information across divisions.

Those Affected By This Policy

All Berea College faculty, staff, and students are directly affected by this policy.

References

Data elements in the Banner system and their confidentiality, use and release are also governed by established college policies and federal and state laws, including the following:

- FERPA of 1974 as amended (Also known as Buckley Amendment)
- Berea College Student Handbook - Records: Retention, Access, and Protection
- Manual for Human Resource Management, Policy No. 12

This policy is intended to address only the security and access and not supersede in any way those established policies and regulations.

Policy

The current Banner system at Berea College consists of six modules:

1. Alumni/Development
2. Facilities Management
3. Finance
4. Human Resources
5. Student
6. Student Financial Aid

Each of the modules has a designated functional access liaison who is responsible for approving access. As a general principle of access, college data shall be shared among Banner users whose work can be done more effectively by knowledge of such information.

The functional access liaison is accountable in collaboration with the security administrator for ensuring that each information user knows the responsibilities placed on them by this policy. Access codes are assigned by the ISS security administrator to authorized users after submission of a complete Banner Access Application Form. Banner training is to be provided by each department as needed and required.

Banner users are not to loan or share their access codes with anyone. If it is found that access codes are being loaned or shared, users are subject to disciplinary

action in accordance with current college regulations dealing with the activities and behavior of students, faculty, and staff.

An approved Administrative Computer Access Application Form is required of each Banner user, which indicates agreement with adherence of security and access policies of the college. The functional access liaison and users' supervisor are to assure that the level of access is consistent with the users' job responsibilities and sufficient for the user to effectively perform their duties. Two levels of access can be approved; query only, or maintenance.

In general, all Banner information must be treated as confidential. Even public, or "directory" information is subject to restriction on an individual basis. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially outside the college, should be referred to the appropriate office.

Procedures

1. A Banner Access Application Form is acquired online or from the functional access liaison. See the table of Functional Access Liaisons below for reference.
2. The form is completed and signed by the user with assistance from their supervisor or the person responsible for their department to determine the appropriate access for the user.
3. The form is approved and signed by the supervisor and functional access liaison(s) for the module access requested. Module access requires a signature from the appropriate functional access liaison for the module approval.
4. The form is sent to an ISS security administrator.

Note: The security administrator maintains a list of people who are the functional access liaisons. If the functional access liaison is to be absent for a period of time, an alternate access liaison and period of time is to be communicated to the security administrator by the liaison or department director.

5. To change access for existing users, an approved form is sent to the security administrator who updates the access in accordance with the form.
6. Banner navigational and other special training is then scheduled by the appropriate departments.
7. The approved forms are sent to the security administrator who will establish the employee's account in accordance with the form by assigning a user ID and initial password.
8. Disagreements on who will be given access will be resolved by the appropriate functional access liaison, department head, and security administrator; however, appropriate vice-presidents may need to be

involved in resolving some issues of whether or not access is to be granted or denied.

9. The security administrator will maintain a historical file of all authorized forms.
10. The functional access liaison is to notify the security administrator of users who have terminated employment or changed positions to update the user accounts. As a crosscheck, People Services provides a list of terminations and changes of employee responsibility each month to both the security administrator and functional access liaison. The security administrator will verify that users' accounts have been changed or deleted.
11. Student access accounts are to be disabled (deactivated) when a student withdraws or graduates, changes labor positions, or the spring term ends, unless the student is working during the summer at the same labor position. To disable the account, the supervisor notifies the security administrator via e-mail which account(s) to disable.
12. When a student returns or is replaced by another student, the supervisor completes a Banner Access Application Form indicating the account to be reactivated. The form is to be signed by the student, approved by the supervisor, and sent to the security administrator. Upon receiving the form, the security administrator reactivates the account and notifies the supervisor with instructions via e-mail.

Note: Supervisors are to maintain a list of students' access accounts and names of students that are currently assigned to each account.

Functional Access Liaisons

MODULE	LIAISON	CPO	EXT.	LOCATION
Advancement	Sue Johns	2216	3013	Edwards, 125
Facilities Management	Becky Berheide	2202	3864	Facilities Management
Finance	David Wilkerson	2214	3944	Lincoln Hall, 221
Financial Aid	Theresa Lowder	2172	3314	Lincoln Hall, 120
Human Resources	Carolyn Castle	2189	3050	Fairchild, 100A
Student	Wanda Burch	2168	3767	Lincoln Hall, 116

Recommended by the Banner Steering Committee, December 18, 1996.

Approved by Administrative Committee, November 1997.

Updated by ISS, May 8, 2012.