Standard Administrative Procedure

29.01.99.L1.29 Student Information System Access

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Revision date: 01/24/13
Next scheduled review date: 01/24/15
Author: Office of Information Technology

Standard Administrative Procedure Statement

General
Employees seeking access to Banner must complete a Banner Security Request form which is available at the Office of Web & Student Information Services. The form includes an excerpt from the Texas A&M International University System Policy regarding security practices that the applicant must follow.

Applicability
The purpose of this SAP is to establish the procedures for accessing the Student Information System or Banner. This SAP applies to all employees seeking access to the TAMIU’s student information system and web-based reporting system.

Definitions

Banner: TAMIU’s Student Information System.
Banner Security Officer: Person responsible for monitoring and implementing security controls and procedures for Banner.
Office of Information Technology (OIT): The name of the TAMIU department responsible for computers, networking and data management.
WebFocus: Web-based report system which is used to create custom reports for Banner.

Procedures and Responsibilities

1. Procedures

1. The Banner Security Request form must be completed and signed by the applicant and his or her supervisor. The form must then be submitted to the Office of the Registrar where personnel assign the Banner class best suited to the applicant’s duties.

2. Since TAMIU follows the principle of least privilege, employees are given the minimum access to student information necessary to perform their duties. The Office of the
Registrar then returns one copy of the form to the applicant and keeps a copy for their records. The original is sent to the Web & Student Information Services department.

3. The Banner Security Officers create the account and assign the security class identified by the Office of the Registrar. The applicant and the Office of the Registrar are notified via email when the Banner ID has been created.

4. The applicant must attend a mandatory Banner training before getting his or her Banner ID.

5. All Banner users must complete the Banner Security Request form annually to renew their access.

6. Employees seeking access to WebFocus must complete a Banner Security Request form, which is available in the Office of Web & Student Information Services. The form includes an excerpt from TAMIU System Policies regarding security practices that the applicant must follow.

7. The form must be completed and signed by the applicant and his or her supervisor as well as the primary student data owners listed on the form. Once the form is completed and signed, it must be submitted to the Office of Information Technology. OIT will create the account and provide training as necessary.

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**Related Statutes, Policies, Regulations, Rules or Requirements**

Electronic Information Services Access and Security

29.01.03 Texas A&M University System Policy

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**Contact Office**

<table>
<thead>
<tr>
<th>Office of Information Technology</th>
<th>Information Security Officer</th>
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<tbody>
<tr>
<td>Hotline: (956) 326-2310</td>
<td>Cuauhtemoc Barrios</td>
</tr>
<tr>
<td>Killam Library 257</td>
<td><a href="mailto:cbarrios@tamiu.edu">cbarrios@tamiu.edu</a></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Office Hours</th>
<th>ITSecurity Group</th>
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<tbody>
<tr>
<td>Monday - Friday: 7:30 AM - 6:00 PM</td>
<td><a href="mailto:itsecurity@tamiu.edu">itsecurity@tamiu.edu</a></td>
</tr>
<tr>
<td>Saturday - Sunday: Closed</td>
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