



Standard Administrative Procedure (SAP)

29.01.99.L1.29 Student Information System (SIS) Access

First Approved: March 28, 2013
Revised: June 22, 2017
Next Scheduled Review: June 22, 2022

Procedure Statement and Reason for Procedure

Employees seeking access to TAMIU's Student Information System (SIS) (BANNER) or its report generation application (WebFOCUS) must complete a Security Request. The request includes an excerpt from the Texas A&M University System (TAMUS) policy regarding security practices that the applicant must follow.

The purpose of this SAP is to establish the procedures for accessing the SIS. This SAP supplements *TAMIU Rule 29.01.99.L1, Use of Information Resources and Facilities* and *TAMIU Rule 24.99.01.L1, Security of Electronic Information Resources*.

Procedures and Responsibilities

1. Procedures
 - 1.1 TAMIU follows the principle of least privilege. Employees are given the minimum access to student information necessary to perform their duties.
 - 1.2 A Security Request for access must be completed and signed by the applicant and his/her supervisor. All SIS users must complete a Security Request renewal annually. The applicant must certify that they have taken FERPA and information security awareness training before obtaining access to the SIS. The Office of the University Registrar and the Office of Information Technology (OIT) will retain a copy of the Security Request.

- 1.3. The Office of the University Registrar will assign the appropriate security class best suited to the applicant's duties. The SIS Application Security Officers create the account and assign the security class identified by the Office of the University Registrar. The applicant and the Office of the University Registrar are notified via email when the requested access has been granted.
- 1.4 An annual account review will be performed by the Office of the University Registrar.

Related Statutes, Policies, Regulations, or Rules

[Texas Administrative Code 202, Subchapter C – Information Security Standards for Institutions of Higher Education](#)

TAMIU Rule 24.99.01.L1, Security of Electronic Information Resources

TAMIU Rule 29.01.99.L1, Use of Information Resources and Facilities

Appendix

References:

Copyright Act of 1976

Foreign Corrupt Practices Act of 1977

Computer Fraud and Abuse Act of 1986

Computer Security Act of 1987

The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The State of Texas Information Act

Texas Government Code, Section 441

Texas Administrative Code, Chapter 202

IRM Act, 2054.075(b)

The State of Texas Penal Code, Chapters 33 and 33A

DIR Practices for Protecting Information Resources Assets

DIR Standards Review and Recommendations Publications

Contact Office

Office of Information Technology, 956-326-2310