



PROCEDURE: 3.3.4p.L.1

WGTC Banner Security Procedure

Adopted: February 24, 2020

Overview

Banner 9.x Application Navigator (previously called Internet Native Banner or Forms) access is provided as needed to employees of Wiregrass Georgia Technical College (WGTC).

Purpose

The purpose of this procedure is to establish a standard for the identification of Banner Application Navigator Users, the creation of accounts for those users, and removal/deletion of accounts when a user exits WGTC or no longer needs access due to absence, change of positions, or other reasons.

Policy

Banner User Accounts must be requested through an employee's supervisor using the current request method. Accounts must be approved and requested by the Data Owner for a department or function using the current request method (Appendix A). The data owner will request permission for the user using the theory of least privilege, meaning access is given only to the objects needed.

Once approved by the data owner, the Banner Security Administrator will approve and create the account. User Accounts will be assigned to security classes. Direct access to security objects will not be granted to a user.

WGTC domain credentials will also be necessary as Banner Application Navigator will only be accessed using the Technical College System of Georgia's preferred Single Sign-On solution.

Users are required to review FERPA laws and regulations, and must sign a document during onboarding to state that they understand FERPA before being granted a user account (Appendix C).

Least Privilege

Users of the Banner Student Information System will only operate at privilege levels no higher than necessary to accomplish required organizational missions and business functions. WGTC uses the creation of classes within Banner to achieve this control.

Separation of Duties

There must be a clear separation of duties and functions and the Data Owner and Security Administrator will ensure that duties and functions are separated when assigning users to security

classes. For example, Financial Aid classes will not have permission to Modify objects owned by the Business Office. See Appendix B for further info.

Account Lockout

As provisioned in the WGTC IT Account and Password Procedure, Banner access through Active Directory will be disabled at the time of the user's exit interview, resignation, release, dismissal, retirement, or other designated point in time and should be **coordinated in advance with the WGTC IT Department**, or upon notification of change of duties by a supervisor or data owner. The account will not be deleted, but will be removed from all security classes, password expired, and account locked in Banner GSASECR.

Banner Security Auditing

The Banner DBA will export a Banner Security Audit report each month or as needed. The report will be examined to determine if any illegal access was made from system accounts such as SAISUSR and FAISUSR.

Responsibility

The Chief Information Officer has the overall responsibility of ensuring this procedure is implemented.

References

TCSG 3.3.4p Procedure – Acceptable Computer and Internet Use

WGTC 3.3.4p.L2 IT Account and Password Procedure—Faculty and Staff

WGTC 3.3.4p.L3 IT Account and Password Procedure—Student

APPENDIX A

Banner Account Creation Process

Requesting Access to Banner Users who wish to request access to Banner Production must follow the procedure.

- Complete a Banner Account Request workflow found at <https://selfservice.wiregrass.edu>

The screenshot shows a web form titled "Request New or Updating Existing Banner Account" on the Wiregrass Georgia Technical College self-service portal. The form includes a description, instructions, and two data tables for selecting users.

Request New or Updating Existing Banner Account

Description
Use this form to request a new Banner account or update permissions for an existing account

Instructions
Add Account or Update Existing? *

Add Account

User to Request Account For *

Refresh

Display Name	Title	Department	Employee Identifier
Please click "Refresh" to load data			

Showing 0 to 0 of 0 entries

User's Manager *

Refresh

Display Name	Title	Department	Employee Identifier
Please click "Refresh" to load data			

Showing 0 to 0 of 0 entries

- This form is completed by the requesting party's Banner Data Owner (Appendix B), and is forwarded to the Banner Security Administrator for processing.

APPENDIX B

Separation of Duties

Banner access will be divided into four (4) functional areas, defined below, each with a data owner.

Banner Security – Banner Security Administrator(s) will use special login accounts with only access to Banner Security Objects (GSASECR) to create user accounts, objects, and classes; assign and modify permissions; add and remove objects from classes; disable user accounts; other security-related activities.

Banner General, Student – Banner Functional Lead will serve as the Data Owner for Banner General and Student Classes and Objects ('G', 'S'). The Executive Director of Academic Affairs will assist as the Data Owner for classes, objects, and access relating to academic courses, scheduling, advising, and DegreeWorks.

Banner Financial Aid – WGTC Financial Aid Director will serve as the Data Owner for Banner Financial Aid classes and objects ('R').

Banner Accounts Receivable – WGTC Director of Accounting will serve as the Data Owner for Banner Accounts Receivable classes and objects ('T').

Appendix C

FERPA Acknowledgement and Compliance Statement



WIREGRASS
GEORGIA TECHNICAL COLLEGE

Access to Technical College Information: Acknowledgement & Compliance Statement

TCSG Policy 6.3.1p1 Student Records

The following Acknowledgement and Compliance Statement is provided to protect employees and students at Wiregrass Georgia Technical College (WGTC). Personnel, student, financial, medical and patient information contained within the College's Information Systems is considered confidential. This confidential information and any other information made confidential by law is limited to those individuals whose position requires use of this information. By signing the statement below, you are acknowledging your knowledge, acceptance and adherence to the confidentiality requirements imposed by Federal and State laws and TCSG policy. These include but are not limited to the Family Educational Rights and Privacy Act (FERPA 20 U.S.C. Section 1232g; 34 CFR Part 99), the Georgia Open Records Act (O.C.G.A. Section 50-18-70 through 50018-77), and the procedures outlined in TCSG Board Policies III.N. "Personnel Files" and V.J. "Student Records".

If you should ever be uncertain about what constitutes legitimate use or release of information, err on the side of confidentiality and refer the inquiry to either the **Dean of Student Services** (student records) or **Associate Vice President for Human Resources** (employee records).

I understand that by virtue of my position at the college I may have access to data which is confidential and is not to be disclosed to any person or entity without appropriate authorization, subpoena, or court order. In order to access confidential information, I agree to adhere to the following guidelines:

1. I understand and acknowledge that improper or inappropriate use of data within WGTC information systems is a violation of college and TCSG policy and it may also constitute a violation of federal and state laws.
2. I will not provide confidential information to any individual or entity without proper authorization.
3. I will not review or access records or files for which I do not have a legitimate need to review in order to perform my duties.
4. I will access any Department of Labor (DOL), Wage Record Interchange System (WRIS), or Federal Employment Data Exchange System (FEDES) student employment records only for the purposes of obtaining and reporting performance outcome information concerning the placement and retention of WGTC students.
5. I will not remove confidential information from the college facilities except as specifically authorized by a Unit Vice President to do so.
6. I will not make copies of any records or data except as specifically authorized in performance of my duties. I will store any hard copies of the data in a place physically secure from access by unauthorized personnel and dispose of any information by shredding when it is no longer needed.
7. I will not share my user id and password with anyone, including my support staff, if any.
8. I will not use the data for personal use or for commercial purposes.
9. I will refer all requests for information from law enforcement governmental agencies and other external entities to the coordinator for Open Records requests which is the **Director for Public Relations & Information**.
10. I will refer external requests for all statistical, academic or administrative data to the coordinator for Open Records requests which is the **Director for Public Relations & Information**.
11. I agree to report any unauthorized access to confidential data immediately to my supervisor.
12. I understand that any improper or inappropriate use of data in the WGTC Information Systems may result in the removal of my access privileges and could also result in appropriate administrative action, including but not limited to disciplinary action or dismissal.

Policy acknowledged electronically and confirmed by initials on page 1.

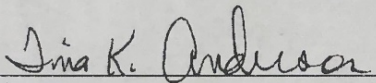
Appendix D

Role Agreement and Acknowledgment



I, Dr. Tina K. Anderson, President of Wiregrass Georgia Technical College, hereby appoint Jarrod Brogdon, Chief Information Officer, as the College's Banner Project Leader (BPL); Casey Thompson, Information Systems Coordinator, as Secondary BPL; and Shannon McConico, Dean of Student Affairs, as Banner Functional Lead.

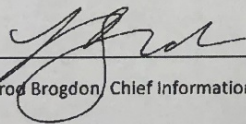
The Banner Project Leader serves as the College's Banner Security Administrator and Technical Expert. The secondary BPL provides backup and a second layer of expertise with administering technical upgrades, migrations, troubleshooting, and security. The Banner Functional Lead serves as Primary Data Owner and Functional Expert.



Dr. Tina K. Anderson, President

1-22-19

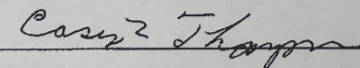
Date



Jarrod Brogdon, Chief Information Officer

1/19/2019

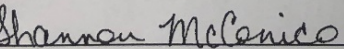
Date



Casey Thompson, Information Systems Coordinator

1/23/2019

Date



Shannon McConico, Dean of Student Affairs

1/19/2019

Date