

Banner Access Policy

Summary

Banner is the web-based Student Information and Financial Aid system adopted by the University System of Georgia (USG) and its institutions. Modules include recruiting, admissions, advising, course scheduling, registrations, tuition and fee payments, grading, housing, and financial aid applications, awards and disbursements. Systems include Banner Admin Pages, SIS reporting, Degree Works, and OnBase.

Banner SIS is the web-based Integrated Student Information System at Columbus State University and provides information about registration, enrollment, transcripts, degree evaluation, financial aid and other student data/reporting. All students, faculty, and staff are provided with a Banner User ID. SIS is the student and faculty self-service interface. CSU has developed customized enhancements to the application to provide features deemed necessary for functionality and reporting.

Purpose

This summary policy and associated detailed policies intend to provide a comprehensive set of security guidelines and requirements that will ensure the appropriate and consistent protection of the University's information assets.

Policy

- Requests for new employee access are made via eQuest to include detailed information of the employee and the access needed to perform their job duties within the Banner Student System (with completion and approval required via the Student Information Access Form).
- Request for additional access must be submitted via eQuest with the details of access needed (with completion and approval required via the Student Information Access Form).
- Request for access due to departmental/job transfer must be submitted via eQuest (with completion and approval required via the Student Information Access Form).
- Requests must be made by supervisors, department heads, or directors of a unit and receive approval via the Student Information Access Form.
- Faculty, staff, and students are required to sign a confidentiality statement acknowledging FERPA (Family Education Rights & Privacy Act) requirements when hired through Human Resources.
- Passwords for user accounts must be changed every 90 days.

Related USG Policy

13.6 Banner Student Information System

Last Update

11/10/2023

Responsible Authority

Chief Information Security Officer