



ASUB Standard Operating Procedure – 8301

Standard Operating Procedure Synopsis

Title: BANNER AND NETWORK ACCESS

Approval Date: March 29, 2023

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Review Date(s): March 20, 2024; March 5, 2025; Feb. 25, 2026

Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Director of Infrastructure

A. Purpose and Scope

The purpose is to establish measures that will ensure the confidentiality, security, and appropriate handling of all data processed, maintained, stored or transmitted within the college's Banner Enterprise Resource Planning (ERP) System.

The Banner ERP System access and security protocol applies to all students, faculty and staff who have access to any campus computer and/or network.

Employees and students will automatically receive email, Canvas, Banner self-service, and computer access. This form is to be used for additional access to specific areas in Banner admin or self-service.

B. Definitions

Banner - Banner is an administrative software application developed specifically for higher education institutions by Ellucian. This includes finance, financial aid, human resources, student and any other interfaces connected to these systems.

ERP System – An enterprise resource planning system that maintains student, faculty, financial aid, course, alumni, financial and personnel data.

Banner Data – Any data that resides on, is transmitted to, or extracted from any Banner system,

including databases or database tables/views, file systems, directories and forms.

Query Access – Access enabling the user to view but not update Banner data.

Maintenance Access – Access enabling the user to both view and update Banner data. This access is limited to users directly responsible for the collection and maintenance of data.

Banner Security Administrator – The Banner security administrator is located on the Arkansas State University Jonesboro campus and is responsible for maintaining Banner user accounts and role classes.

Functional Access Liaison – The functional access liaison serves as the ASU-Beebe liaison between the department/area requesting Banner security access and the Banner security administrator on the A-State campus.

C. Procedures

Overview of the Process

1. The supervisor or a representative from human resources must locate the “Banner and Network Access Form on the Intranet.
 - a. Go to the Vanguard Intranet
 - b. At the top of the page, click on “Banner and Network Form.”
2. Once complete, the form will automatically route to the appropriate department.
3. The supervisor will receive an email once access has been granted.

Secured Access to Data

Banner security classifications are established based upon job function. Specific capabilities will be assigned to each security classification. Some users may be assigned several classifications depending on specific institutional needs identified by their supervisor and approved by their functional access liaison.

Banner users will not share their access with anyone. If it is found that access has been shared, all users involved may be subject to disciplinary action. All Banner information must be treated as confidential. Public or “directory” information is subject to restriction on an individual basis. Unless your job involves the 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 Office of the Registrar.

D. Related Information

[Banner and Network Access Form](#)