

BANNER ACCESS REQUEST

Section: Information Technology

Policy: All staff members of University Housing needing access to the Banner system are required to adhere to this policy.

Purpose: The purpose of this policy is to establish procedures for requesting access to the Banner system.

Scope: This policy applies to all University Housing employees.

Procedure:

- I. In order to request new user access, the employee must first have a valid UGA MyID and then complete the [FERPA tutorial and quiz](#).
- II. The employee's supervisor is responsible to ensure the employee attends the Intro to Administrative Banner training session at Training and Development prior to submitting a housing information technology (IT) request for Banner access. ArchPass Duo is required to attend Banner training and to access Banner.
- III. Upon completion of the Banner training class, the employee's supervisor will submit a Housing IT request. Housing IT staff will liaison with the Office of the Registrar to obtain the appropriate Banner system access for the employee. The employee will maintain Banner access until the employee is no longer performing duties requiring Banner access.
- IV. Upon employee's separation or change of responsibilities the employee's access will be revoked as part of the employee's separation checklist procedure.

Revised: December 9, 2020

Revised: January 8, 2019

Revised: October 31, 2016

Revised: April, 2015