

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. Employees seeking access to Banner must complete the [Banner Navigation Tutorial and Quiz](#) prior to requesting access from Campus Access to Student Information Systems (CASIS). The employee's supervisor is responsible for ensuring the employee attends the required training 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 receiving the Banner access request, the 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 a change of responsibilities the employee's access will be revoked. In order to regain Banner access, a new access request must be submitted.
- V. Upon employee's separation the employee's access will be revoked.

Revised: December 7, 2022

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