

Banner Access Security Procedure
7/11/2007

This procedure is established to assign and document both new and current Arkansas Tech personnel access to Internet Native Banner (INB) and/or Finance Self-Service Banner. Effective 08/01/2007 all faculty and staff must have a data access request form completed and processed in order to access INB and/or Finance Self-Service Banner. A single Banner Data Access Request Form will be provided to request access to INB Student, Human Resources, Finance, Advancement / Development modules and Finance Self-Service Banner. Following are steps to be completed for this procedure:

1. New Arkansas Tech personnel must provide information necessary to create their name as a “general person” in Banner. This information may be submitted at a secure site online by faculty at <https://www.atu.edu/hr/secure/faculty.php> and staff at <https://www.atu.edu/hr/secure/staff.php>.
2. New Arkansas Tech personnel should consult with their immediate supervisor to determine the access required in their position.
3. Applicant and/or supervisor will enter the information requested into the Banner Data Access Request Form online at http://www.atu.edu/hr/docs/security_form.pdf and print the form.
4. Applicant reads the request form and signs on the applicant signature line, enters the date, signs and dates the non-disclosure agreement, and requests additional special approval signatures for Human Resources, Finance, Development, or Student access as needed.
5. Applicant submits the form to the appropriate supervisor, department head, dean, or director’s office for the approval signature.
6. The supervisor, department head, dean, or director will either sign and date the request or inform the applicant if the request is not recommended.
7. If recommended, the request form is sent to the appropriate office for the executive approval signature.
8. The executive will either sign and date the form or notify the applicant that the request is not approved.
9. Approved request forms will be sent to the Human Resources Office for processing. The Human Resources Office will send the form to Computer Services.
10. Computer services will enable the approved access, or request clarification as needed, within three business days after receiving the request form and return the form to the Human Resources Office.
11. The original copy of all active request forms will be retained in a single alphabetized file in the Human Resources Office. Inactive request forms will be archived in a single alphabetized file in the Human Resources Office.
12. The Vice President for Academic Affairs, Vice President for Administration and Finance, and Assistant to the President for University Relations will conduct quarterly reviews of this procedure and all security access granted to all personnel.