

PROTOCOL FOR ACCESS TO ACCOUNTS

BANNER: Data custodians assigned to grant access within BANNER modules are as follows:

FUNCTION	BANNER MODULES	DATA CUSTODIAN
Admissions	General, Student	Director of Admissions
Alumni	Alumni	VP for Institutional Advancement
Finance	Finance	College Accountant
Financial Aid	Financial Aid	Director of Financial Aid
Housing	Student	Director of Residence Life
Immunization	Student	Director of Health Services
Student Records	General, Student	Registrar

When a new employee joins a department, and requires access to BANNER to fulfill his/her job duties, the supervisor places a call with the Help Desk requesting access to their module of BANNER.

File share access including BANNER related resources should be a separate request to the Help Desk.

Read and editing access shall be granted to the requested user, given justification and permission from the custodian for each applicable function. Users are then set up in BANNER, with a pre-expired password that they must change after the first log in. The username is the same as their NetID. Information Services will inform the supervisor as well as the user as to their login information once access is granted.

Likewise, when a current employee leaves SUNY Canton, or transfers to another department, the supervisor needs to log a call to the Help Desk to have that user's access removed for their department.

This protocol also holds true for BDMS and UCanWeb.

Data custodians are also responsible for conducting periodic audits of appropriate, secure account access within their functional areas, with assistance from Information Services.