

## How to request an Internet Native Banner (INB) Userid

- Read the Policy on the use of the INB System.
- There are 4 Request forms - Functional, College, Administrative and Student Assistant. Complete the appropriate request form for Internet Native Banner (INB) User must have a valid Campus ID in order to obtain an INB ID.
- Check the appropriate access. Please refer to the Security Access Information section of the Banner Account webpage for more information (<http://banner.gsu.edu/banner-systems-office/requesting-a-banner-account/>). If you complete the additional access section, please indicate whether you need view or maintenance access. Please note: If you request access for the Job Submission function, you must also request maintenance access for the actual job (s) you need to submit in Banner.
- Read and sign the Statement of Accountability as part of the Request for INB Userid form.
- Authorized Signers List: <http://banner.gsu.edu/files/2013/03/signers.pdf>
- If you need ARGOS access, please complete a separate ARGOS access form. You can access the form and more information from the ARGOS webpage at <http://oie.gsu.edu/files/2016/04/Argos-request-form-KD11302016v7.docx>
- **Send the completed and signed Request for INB Userid form to the Banner Office at 1160 Citizens Trust Bank Building, fax (404-413-2265), or email to [bantrain@gsu.edu](mailto:bantrain@gsu.edu).**
- User must sign up for MultimediaNavigation Training (required) before a Banner user id and password will be created. Userid and password will be given out upon receipt of the completed documents from the training.
- After the request has been approved, users will be given the same security access to BPROD and BLAB.

### How to update/modify an INB Userid

- Check User Modification on the Request for Userid form and indicate the appropriate changes.
- Read and sign the Statement of Accountability as part of the Request for INB Userid form.
- Authorized Signers List: <http://banner.gsu.edu/files/2013/03/signers.pdf>
- Send the completed Request for INB Userid form to the Office of the Registrar.

### How to inactivate an INB Userid

Whenever an individual is no longer employed, the supervisor or unit head should notify the Banner Office via email at [bantrain@gsu.edu](mailto:bantrain@gsu.edu) to inactivate INB Userid from the system.

## Policy/Guidelines on the use of the GoSOLAR/Internet Native Banner (INB)

You must have a signed Statement of Accountability on file with the Banner Office or the Registrar's Office before you can access Internet Native Banner (INB) and the Imaging system. Access to certain data may be restricted. Your individual access is based on the level of access assigned to your userid. You should clarify your level of access within your department. The Office of the Registrar must approve all requests for access.

- System IDs are confidential and should be divulged only to authorized personnel.
- Your password is known only to you. Do not share it with anyone.
- The BANNER/GoSOLAR administrator should be notified of any change in personnel that affects a system ID.
- You must change your password every 120 days or less in accordance to the Georgia State University Information Security policy. The password will expire every 120 days and 2 days prior to expiration; users will be prompted to change their passwords.
- You are accountable for information obtained or changed by your userid.
- Student assistants should never have access to INB because of the special nature of their employment. We realize that exceptions may have to be made in situations where student workers have a valid need to non-sensitive student data. Supervised access can be granted in these special situations by submitting a student assistant INB ID Request form.
- A user should disconnect from his/her ID any time a terminal is to be left unattended for an extended period (breaks, lunch, etc.).
- A user should not leave a student or faculty record displayed on a terminal that is left unattended.
- Monitors should be placed so that students and visitors cannot see the screen. This helps prevent an unauthorized party from seeing a student's record.
- Reports containing any information that could be construed as being sensitive should be properly stored (i.e., not left in plain view). When you no longer have use for a report, please be certain that it is disposed of promptly and properly.
- **All staff members having access to GoSOLAR/INB information should review the statutory requirements of the Family Educational Rights and Privacy Act (FERPA) <http://registrar.gsu.edu/academic-records/records-management/ferpa/> and on the university policy and confidentiality of student information [http://app.gsu.edu/policies/search\\_policies.cfm?view\\_policy=4730](http://app.gsu.edu/policies/search_policies.cfm?view_policy=4730).**
- Any questions concerning authorized access or release of student information should be referred to the Office of the Registrar for adjudication.

**REQUEST FORM for Internet Native Banner (INB) USER ID**

**Colleges**

(Graduate Admissions, Schedulers, OAA, All academic departments/offices within the Colleges)

**The Office of the Registrar must approve all requests for access to INB.**

**PLEASE PRINT**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Panther #: \_\_\_\_\_  
**Required**

College:  Office/Department:

Email: \_\_\_\_\_ Campus ID: \_\_\_\_\_

**\*Applicant must have a valid CampusID in order to obtain an INB ID**

**Check One:**  Staff  Faculty **Check One:**  New User  User Modification

**If user modification checked, what is your current BANNER User ID** \_\_\_\_\_

Your individual access is based on the level of access assigned your userid and required for your job as stated in your business related reason. Please provide a statement, on page 2, as to why you require access to the data below.

**Please indicate access for each column below. (Check all that apply)**

All offices within the College must check one profile in this column. All profiles have basic view to modules in the Student System, in addition to the maintenance access stated below.	Graduate Admissions	College Schedulers	OAA
<input type="checkbox"/> Profile A - maintenance to Registration, Holds, Permits; view Acad Eval <input type="checkbox"/> Profile B - maintenance to Holds, Permits; view Acad Eval <input type="checkbox"/> Profile C - maintenance to Registration, Permits; view Acad Eval <input type="checkbox"/> Profile D - maintenance to Permits; view Acad Eval <input type="checkbox"/> Profile E - view student system (including Acad Eval) <input type="checkbox"/> Profile F - view student system (no Acad Eval) <input type="checkbox"/> Profile G - maintenance to Permits (no Acad Eval)	<input type="checkbox"/> General Processor	<input type="checkbox"/> Profile A <input type="checkbox"/> Profile B <input type="checkbox"/> Profile C <input type="checkbox"/> Profile D	<input type="checkbox"/> Admin Staff** <input type="checkbox"/> Academic/Advisor** <input type="checkbox"/> Assoc. Dir./Dir.**

**Please check additional view access or Imaging access below for each appropriate area, if needed:**

<b>Financial Aid***</b> <input type="checkbox"/> Basic <b>Student Accounts**</b> <input type="checkbox"/> Basic <input type="checkbox"/> Transaction processor <input type="checkbox"/> Waiver processing	<b>Overall</b> <input type="checkbox"/> Extended <b>General Person</b> <input type="checkbox"/> Extended <b>General Student</b> <input type="checkbox"/> Extended	<b>Imaging</b> <input type="checkbox"/> Student View <b>Degree Works</b> <input type="checkbox"/> ADV Role
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**Please check update access for each appropriate area below:**

**Note: If job submission is checked, please complete the additional access section below and state the name of the job(s) to which you need access.**

<input type="checkbox"/> Job Submission	<input type="checkbox"/> Population Selection	<input type="checkbox"/> Letter Generation	<input type="checkbox"/> Create Quick Flow
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**If you need additional access, please write the form or job name(s) you need and state whether you need update or view access.**

**List additional update/view access:**

**For access to Student Accounts\*\* and Financial Aid\*\*\* data, the approving official needs to sign for approval.**

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor/Department Head

Approving Official \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signer for College

Approval to view Student Accounts data\*\* \_\_\_\_\_ Date: \_\_\_\_\_  
Director / Associate Director

Approval to view Financial Aid data\*\*\* \_\_\_\_\_ Date: \_\_\_\_\_  
Director / Associate Director

Approving Official \_\_\_\_\_ Date: \_\_\_\_\_  
Office of the Registrar

## REQUEST FORM for Internet Native Banner (INB) USER ID

**PLEASE PRINT**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Employee ID/Panther ID: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) and university policy restrict the release of student information. Student information accessed through Banner forms, ARGOS, and extract files is available only to university

faculty and staff and only when required for the performance of their duties. Users must have a legitimate educational interest. Penalties are severe for both the university and the user who violates a student's right to privacy.

**Please provide statement outlining the business related reason you require access to the data.**

**\*\*REQUIRED\*\***

### Statement of Accountability

Please read the Statement of Accountability and sign below.

As part of my duties and responsibilities as an employee at Georgia State University, I may be given access to the student/applicant/teaching and learning systems, including PAWS, GoSOLAR, iCollege, Canvas, reporting systems, INB and Imaging. The privacy of information in these systems is protected by federal and state law and I acknowledge that it is my responsibility to maintain the privacy of those records and to only use the information for authorized purposes related to my work for Georgia State. I have read the guidelines for the use of these systems and understand all of the requirements set forth in those guidelines. I understand that I may not share system passwords with other individuals except as expressly authorized by my supervisor. I understand that employees may not make changes to their own records, even for business purposes, and that making changes known to be false or misleading to any records is grounds for disciplinary action, up to termination. I further acknowledge that my failure to follow the guidelines may subject me to disciplinary action up to and including dismissal as well as possible legal action.

The guidelines/policy may also be accessed via the web <http://banner.gsu.edu/files/2013/03/Policy.pdf>

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_