

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.**
- 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 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.**
- 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

Main Functional Offices

(Office of the Registrar, Undergrad Admissions, Financial Aid, Student Accounts, SAC)

PLEASE PRINT

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

First Name: _____ MI _____ Last Name: _____

Title: _____

Campus ID: _____ Panther Number: _____ Office/Department: _____

Required

Required

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

Phone: _____ Email: _____

Check One: New User User Modification

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 statement outlining the business related reason you require access to the data below, on page 2.

Within the column that is appropriate for your office, please indicate access below. Eg: Student Accounts will use only the Student Accounts column to request access for their staff in this section.

| Registrar's Office | Student Accounts** | Financial Aid*** | Undergrad Admissions | SAC/UAC**&*** |
|--|--|---|---|--|
| Registration: <input type="checkbox"/> Veterans**and*** <input type="checkbox"/> Registration**and*** <input type="checkbox"/> Tuition Class & NCAA Comp**and*** <input type="checkbox"/> Supervisor**and*** Schedule: <input type="checkbox"/> Profile E** Enrollment Services: <input type="checkbox"/> Manager **and*** <input type="checkbox"/> Specialist**and*** IEP Admissions: <input type="checkbox"/> Processor | Acad Hist-General: <input type="checkbox"/> General** <input type="checkbox"/> Supervisor** Acad Hist-Grad: <input type="checkbox"/> Auditor**and*** RRCS** <input type="checkbox"/> RRCS Cashier*** <input type="checkbox"/> RRCS Manager*** <input type="checkbox"/> Accountant*** | <input type="checkbox"/> SA Cashier*** <input type="checkbox"/> SA Manager*** <input type="checkbox"/> AR Info Tech*** <input type="checkbox"/> Superuser*** <input type="checkbox"/> Customer Service** <input type="checkbox"/> Verification** <input type="checkbox"/> Counselors & Mgmt. ** <input type="checkbox"/> Superuser** | <input type="checkbox"/> Undergrad Processor** <input type="checkbox"/> Undergrad Reentry Processor** <input type="checkbox"/> Undergrad Spec Proc & Supervisor** <input type="checkbox"/> Counselor**&*** <input type="checkbox"/> Superuser**&*** | <input type="checkbox"/> Front Desk <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Academic Advisor <input type="checkbox"/> Assoc. Dir/Dir <input type="checkbox"/> Transfer Affairs <input type="checkbox"/> Degree Audit Superuser <input type="checkbox"/> Transfer Artic. Superuser |
| <input type="checkbox"/> IEP Admissions Processor Imaging <input checked="" type="checkbox"/> ADM-REG-PRE <input type="checkbox"/> ADM-REG-RES-PRE | Imaging <input type="checkbox"/> Student View <input type="checkbox"/> Scan/Index | Imaging <input checked="" type="checkbox"/> FinAid View <input type="checkbox"/> FinAid Lead <input type="checkbox"/> Student View | Imaging <input checked="" type="checkbox"/> ADM-REG-RES-PRE <input type="checkbox"/> Res Rubber Stamp | Degree Works <input type="checkbox"/> ADV Role Imaging <input checked="" type="checkbox"/> Student View <input type="checkbox"/> Adv Secure |

Each user is given the basic views that have been checked in the section below. Please check additional view access below for each appropriate area, if needed:

| | | | |
|---|---|--|---|
| Academic History <input type="checkbox"/> Basic | General Person <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Extended | Registration <input type="checkbox"/> Basic | Transfer Articulation <input type="checkbox"/> Basic |
| Admissions <input type="checkbox"/> Basic | General Student <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Extended | Schedule <input type="checkbox"/> Basic | |
| Catalog <input type="checkbox"/> Basic | General System <input checked="" type="checkbox"/> Basic | Student Accounts** <input type="checkbox"/> Basic | |
| Faculty <input type="checkbox"/> Basic | Overall <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Extended | Transaction processor <input type="checkbox"/> Basic | |
| Financial Aid*** <input type="checkbox"/> Basic | Location Mgmt. <input type="checkbox"/> Basic | Waiver Processing <input type="checkbox"/> Basic | |

Please check update access below for each appropriate area, if needed:

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.

Create Quickflow Job Submission Population Selection Letter Generation

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.**

Approved by: _____ Phone: _____ Date: _____

Authorized Signer

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: _____