

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 Student Assistants

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

Personal information (required)

First Name: _____ Middle Initial: _____ Last Name: _____
Print Print

Panther ID: _____ Email: _____
Print

Campus ID: _____

Employment Information:

College you work for (leave blank if not applicable): _____ (Example: College of Business = BU)

Office/Department:

Work Phone: _____

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.

Each user is given the 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"/> Student	Registration <input type="checkbox"/> Basic
Admissions <input type="checkbox"/> Basic	General Student <input 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	Transfer Articulation <input type="checkbox"/> Basic
Financial Aid *** <input type="checkbox"/> Basic	Location Mgmt. <input type="checkbox"/> Basic	Imaging <input type="checkbox"/> Basic

If you need additional access, please write the form name(s) you need and state whether you need update or view access.

List additional update/view access, if needed:

For access to Student Accounts and Financial Aid*** data, the approving official needs**

to sign for approval.

Requested by: _____ Phone: _____ Date: _____
Supervisor/Department Head

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

