Administrative Systems Access: Banner Student Security

Administrative Systems Access
Banner Environments
Banner - INB
Banner Security Audit
Careers@Temple
Class Lists
Cognos Reporting
Concur Travel and Expense
DARS for Advisors
Departmental Account Management
Effort Reporting System
Flight
Faculty Activity Report (FARS)

Gartner Gateway
Guest Access Request System
Human Resources Training Registration
E~Print
Imaging
Knowledge Base (LoginPage)
Kronos (Single-sign-on currently unavailable)
Microsoft Download
MyDRS for Faculty
Organization Chart
Performance Development System
Protected Data Access Tracking
SFF Reports
Taleo Talent Management System
Telecom Self Service
TUhelp - Computer Services Help
TUmarketplace
TUSafeSend Login Page
WebEx
Workflow (Banner)

> Three new options will be available on TUPortal.
>
> 'Protected Data Access Tracking' must be selected and completed by the individual requesting access to Banner Student systems.
>
> 'Administrative Systems Access' can be selected and completed by an individual's supervisor or an administrator on the individual's behalf.
>
> 'Workflow (Banner)' will be selected when the supervisor or Dean's Designee is prompted to approve access.

> Each person requesting new access will need to acknowledge their understanding of protected data.
>
> To get started, the individual selects 'Protected Data Access Tracking' from TUPortal (see above) and then on selects 'Create New'.
>
> After reading the policies and agreeing to the rules, the employee will select an Approver , then 'Personally Identifiable Information (PII) for ALL Systems.
>
> After agreeing to the policies, the request is sent to the Approver.

PROTECTED DATA ACCESS TRACKING

< Back to TUportal

REQUEST

Login
Sus

NAVIGATION

HOME   0 >

APPROVAL HISTORY   4 >

CREATE NEW   >

SUBMITTED   >

TERMS AND CONDITIONS

I understand that in performing my duties for Temple University, I may have access to confidential data including, but not limited to, pro personal confidential information related to other employees, students, applicants and alumni. This includes information viewed on-line, i understand that I am only permitted to share the information to which I have access only as required to perform my job or as required b

I have been advised by Temple University that the disclosure of confidential information to others who do not have a legal right to the in

- Gramm-Leach-Bliley Act ("GLBA" or "GLB Act")
- Family Educational Rights and Privacy Act ("FERPA")
- Health Insurance Portability and Accountability Act ("HIPAA")
- Health Information Technology for Economic and Clinical Health Act ("HITECH Act")
- Pennsylvania Breach of Personal Information Notification Act ("PA SB 712 Session 2005")
- Identity Theft Red Flags Rule ("Red Flags Rule" of the FACT Act)
- Payment Card Industry - Data Security Standards ("PCI DSS")
- Other state and international regulations regarding breach notification as amended or superseded from time to time.

I understand that if I misuse or otherwise improperly disclose confidential information I will be subject to disciplinary action, up to and in with Temple University, I agree to read and abide by the following policies:

- Technology and Software Usage, policy number 04.71.11
- Identity Theft Prevention Program 05.20.01
- Credit Card Handling and Acceptance policy 05.20.17

I agree to immediately notify my supervisor or the Human Resources Department if I am asked to disclose confidential information to an obtaining such information or am otherwise aware of other individuals who have disclosed confidential information in violation of this poli policy may result in disciplinary action, up to and including discharge from employment.

CREATE NEW

ACCESS TO DATA HANDLING TYPE:

| - Select - |
| Credit Card (PCI) |
| Personally Identifiable Information (PII) |
| Protected Health Information (PHI) |
| Social Security Number (SSN) |

SYSTEM:

After the Protected Data Access Tracking has been handled, select the 'Administrative Security Access' link.

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TUSafeSend Login Page
WebEx
Workflow (Banner)

Select the Administrative System Access group: 'Student'

Administrative System Access

Login User:
Susan Mccaffrey

INSTRUCTI

Welcome to the Administrative Systems Access Request Page!

Below is a list of the current administrative system access groups. Click on one of the links below to start a new request

ADMINISTRATIVE SYSTEMS ACCESS GROUPS

Finance

Student

If you are requesting access for someone other than yourself, type their last name in the box and select 'Lookup Account'. Select the correct individual from the list.

Enter user's Last Name or TUID

wilson   LOOKUP ACCOUNT

Admin

Finance   Student

▶ REQUEST FOR   HISTORY   ▶ WORKFLOW / ACTIONS

Comments

Name Susan Mccaffrey

The individual's account information is now displayed on the left. Their supervisor is displayed in the center. **The Dean's Designee will need to be selected from the list on the right before the request is submitted.** The Dean's Designee is the final approver.

Enter user's Last Name or TUID

Wilson   LOOKUP ACCOUNT

Administrative System Access

Login User:
SUSAN MCCAFFREY
Close

Finance   Student

Information

▶ REQUEST FOR   HISTORY

Name Benton Wilson
TUID
User
Org

Title
Phone

▶ ACCESS GROUPS

Graduate Admissions

Scheduling

DARS / Graduate Transfer

Records & Reports

** Indicates - Has Changes

▶ WORKFLOW / ACTIONS

Comments

Supervisor: Susan Mccaffrey

☐ Bypass Supervisor

Dean Designee / Department Head:

- SELECT ONE -

SUBMIT

CANCEL

Select one of the four 'Access Groups' to expand the options under each category. Depending on the individual's job duties, select the appropriate 'Primary Function' on the right.

Multiple access groups can be selected but usually only one 'Primary Function' is selected.

Check 'Grant' when requesting new access.

Enter user's Last Name or TUID

Mccaffrey   LOOKUP ACCOUNT

Adminis

Finance   Student

▶ REQUEST FOR   HISTORY

Name
TUID
User
Or

Title
Phone

▶ ACCESS GROUPS

Graduate Admissions

Scheduling

DARS / Graduate Transfer

Records & Reports

▶ WORKFLOW / ACTIONS

Comments

▶ SCHEDULING

ACTION	PRIMARY FUNCTION	DESC
☑ Grant ☐ Remove	Department Scheduler	Level
☐ Grant ☐ Remove	Department Scheduler Appover	Level
☐ Grant ☐ Remove	School/College Schedule Director	Level
☐ Grant ☐ Remove	Professional School Scheduler	Speci

Expand the 'Records and Reports' category to select the correct SSB/INB access, Portal access, Cognos access, Change of Program/ Re-enrollment Workflow access, and Advising Database Access. If a category does not exist, please use the Comments box at the top to describe the request.

CHECK 'Grant' next to the access that is appropriate for the employee
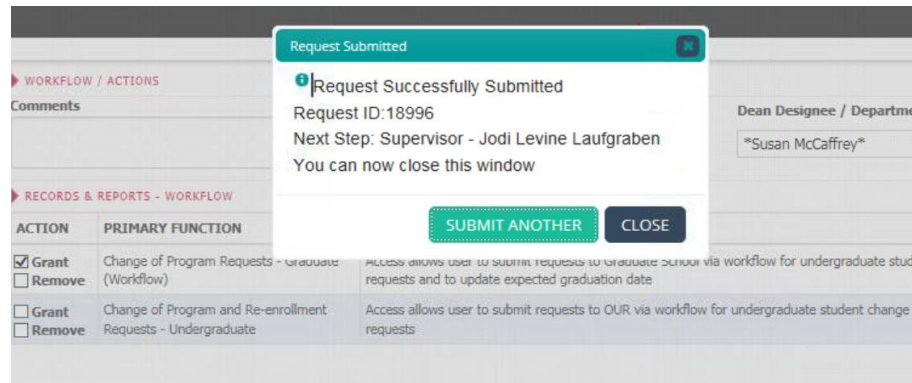

If the employee does not have the access to Personally Identifiable Information (PII) approved, a pop-up window will direct the users on how to handle this request.

If the employee has appropriate access to Personally Identifiable Information (PII) the request is successfully submitted.

Request Submitted

Request Successfully Submitted
Request ID:18996
Next Step: Supervisor - Jodi Levine Laufgraben
You can now close this window

SUBMIT ANOTHER   CLOSE

WORKFLOW / ACTIONS
Comments

Dean Designee / Departme
Susan McCaffrey

RECORDS & REPORTS - WORKFLOW

ACTION	PRIMARY FUNCTION	
☑ Grant ☐ Remove	Change of Program Requests - Graduate (Workflow)	Access allows user to submit requests to Graduate School via workflow for undergraduate stude requests and to update expected graduation date
☐ Grant ☐ Remove	Change of Program and Re-enrollment Requests - Undergraduate	Access allows user to submit requests to OUR via workflow for undergraduate student change requests

When the workflow is sent to the next approver, this individual will get an email explaining how to access the workflow for review.

The first step is to select 'Workflow (Banner)' from TUPortal.

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TUmarketplace
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WebEx
Workflow (Banner)

Home
• Worklist
• Workflow Alerts

Worklist

Workflow Help

Organization	Workflow	Activity	Priority	Created
Root	ASA - S - Benton Wilson Ready	Dean Designee	Normal	15-Jan-2017 06:36:31 PM

After selecting the 'Workflow Banner' option, a link will be available in the resulting Worklist. Click on the link and the workflow for that person will appear.

Mccaffrey   LOOKUP ACCOUNT

Finance   **Student**   ⓘ Informati

▶ REQUEST FOR   HIST

Name   Susan Mccaffrey
TUID
User
Org

Title
Phone

▶ ACCESS GROUPS

Graduate Admissions

Scheduling

DARS / Graduate Transfer

Records & Reports**

  INB/SSB (Primary)

  INB/SSB/Portal (Additional)**

Cognos

Workflow**

Advising Database

  ** Indicates - Has Changes

▶ WORKFLOW IN PROCESS - VIEW ONLY

Status *(mouseover for detail)*

Initiator → Supervisor → Department Head → Collaboration Center → CS Security

Comments

I changed the scheduling level to 2

APPROVE
DENY
CANCEL

ACTION	PRIMARY FUNCTION	DESCRIPTION	HISTORY	
☐ Grant ☐ Remove	Department Scheduler	Level 1 scheduling access - can create a new course and place courses in Proposed, In Process, and Rolled Status	smccaffr 20-MAR-17	...
☑ Grant ☐ Remove	Department Scheduler Appover	Level 2 scheduling access - can create a new course and place courses in Proposed, In Process, Submit and Rolled Status	smccaffr 20-MAR-17	...
☐ Grant ☐ Remove	School/College Schedule Director	Level 3 scheduling access - can create new courses and change course information once it is in active status		...
☐ Grant ☐ Remove	Professional School Scheduler	Special Access for Professional School Schedulers		...
☐ Grant ☐ Remove	Schedule Matrix Exception Request - for Dept Secretary/Initiator	Access allows user to create the initial matrix exception request		...
☐ Grant ☐ Remove	Schedule Matrix Exception Request - for Dept Administrator	Access allows user to create the initial matrix exception request, but also can approve the exception and is then routed to the Dean		...
☐ Grant ☐ Remove	Schedule Matrix Exception Request - for School/College Dean	Access allows user to approve or deny all exceptions initiated by the Secretary and/or Administrator before being routed to the Associate Vice Provost		...
☐ Grant ☐ Remove	Scheduler Registration Changes	Access to INB to initiate registration drops for cancelled classes, split classes and transferring students to new sections. Note: Each school/college has only one primary person as well as a back-up with this type of access.		...

When the next approver opens the workflow, the star in the Status area will indicate who else has opened the workflow. Hovering over the green checks and the star will reveal the actual names.

On the left, if a request has been made, a set of red asterisks will appear to guide the user to select those areas for review. More than one area can have changes selected.

- The reviewer can approve all requests by selecting the 'Approve' button in the top right hand corner. The workflow moves on to the Student Collaboration Center for final review and update.
- The reviewer can select the 'Deny' button to stop the request and an email will be sent to the supervisor.
- The reviewer can UNCHECK a selection and pick a different level of access. PLEASE USE THE COMMENT SECTION when a change is made for good record keeping. The username associated with the original request will display in the 'History' column
- The reviewer can request a deletion of access by selecting 'Remove' next to the employee's current access.

Administrative System Access

Submission Successful

ⓘ Submission Successful
Request ID: 17323
Next Step: Competency Center

You may close this window

CLOSE

Enter user's Last Name or TUID

LOOKUP ACCOUNT

Administrative System Access

Finance | **Student**

▶ REQUEST FOR | HISTORY

Name
TUID
User
Org

Title
Phone

▶ ACCESS GROUPS

▶ WORKFLOW / ACTIONS

Comments

Please enter a comment for Bypass Supervisor reason.

Supervisor: Susan Mccaffrey

☑ **Bypass Supervisor -give reason**

Dean Designee

- SELECT ONE -

▶ SCHEDULING

ACTION	PRIMARY FUNCTION	DESCRIPTION

In the rare occurrences, when the supervisor in the area above is not correct, the user can 'bypass' the supervisor and should indicate the correct supervisor in the Comments section. The workflow will be routed to the Student Collaboration Center and passed on correctly to the Dean's Designee. This happens with Peer Advisors who have multiple supervisors

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Dear Joan M

This is an automated message notifying you that your supervisor has approved a change to your Banner Student access within Student Records and Reports. This request to update your security profile has been completed.

If initial or additional Banner Student INB or SSB access has been granted and training is required, please refer to the list of Student Banner trainers for the various school and colleges here.
https://computerservices.temple.edu/administrative-systems-training

1. If your unit is not represented in this list or if specialized training (such as Super-user and SAAQUIK) is required, BSCC will coordinate training.
2. If you have selected access to Cognos reports, please note that Cognos training is found on Blackboard, and you should receive a separate notice about this.
3. If you have been granted initial or additional access to Change of Program or Re-enrollment Workflows, you may need to add a channel to TUPortal. Follow these steps:
   - In TUPortal, in the top left corner, select Content Layout.
   - Under the grey area (directions for modifying preferences), note the Tabs listed horizontally. Select BANNER.
   - In the middle column, click on 'New Channel?.
   - When prompted to Select a Category: select Applications and click Go.
   - Select Advisor's Workflows in the new box that appears.
   - Select Add Channel in the bottom right corner and return to Banner Tab (top left corner).
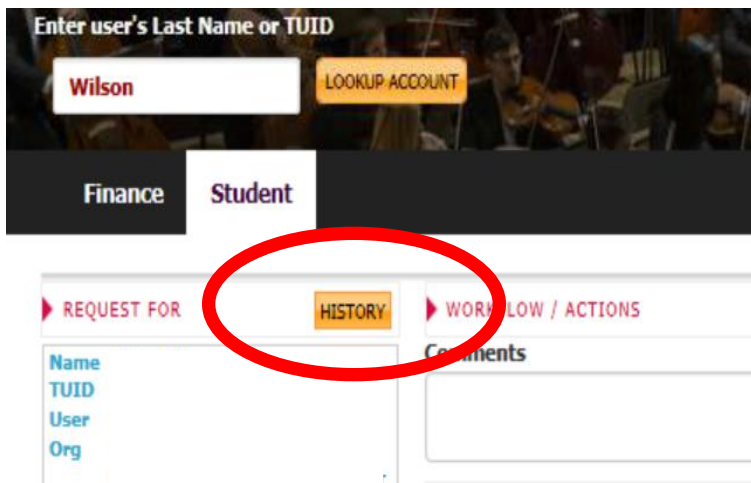
If you have any further questions regarding this, please contact Susan McCaffrey (smccaffr@temple.edu or 215 204 4056).

Thank you.

Banner Student Collaboration Center

This is an automated message; please do not reply directly to this message.

When the process is complete, an email is sent to the employee and the supervisor at which time training is also arranged.

The History button will allow a user to see prior requests, when the requests were completed and what access was requested. The completed workflow will be available for review when you click on the link under 'Req ID'.
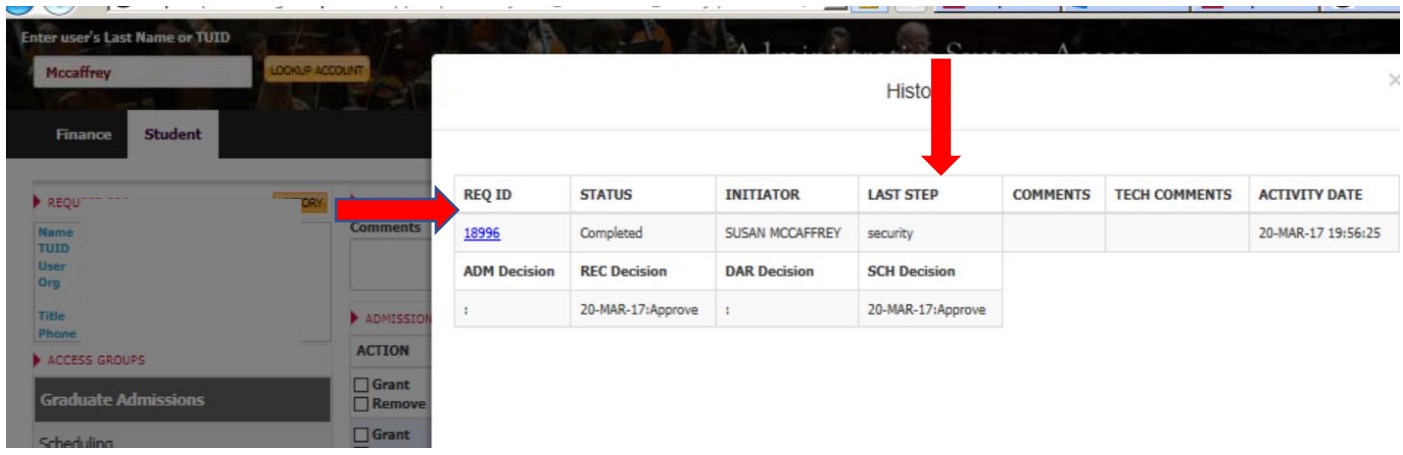
For questions, contact Susan McCaffrey

Banner Student Collaboration Center

215 204 4056

susan.mccaffrey@temple.edu

Updated 7/30/2017