

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Banner Access Authorization Rules

1. Access within the Banner applications will be job based. That is, each individual that is requesting access to systems will be provided with only the access needed to perform his/her job. No additional access will be granted as a “backup” to another user. If there is a need for a user to temporarily fulfill the duties of an absent user, a request for temporary access must be submitted including the anticipated end date.
2. Access authorization will be accomplished by granting one or more "security classes" (groups of menus and forms with defined privileges), and granting fine-grain data access. Access will not be given to menus and panels outside of security classes.
3. The Security and Confidentiality Requirements Statement on the Request Form is a necessary notification of the security expectations of users. Users must acknowledge the statement each time they are given access or have modifications made to existing access. All active users also will receive an annual reminder of the requirements.
4. Users must be provided functional training before given access to the Banner application. This training can be administered through a formal training session or by a qualified end user who is able to provide adequate instruction and assistance. By signing the “Banner Access Request Form”, the supervising authority warrants the user has received appropriate training.
5. People who are not LCTCS employees may be given access to the Banner applications for specific periods of time not to exceed one year when they are sponsored by LCTCS or one of the campuses within the LCTCS System.
6. Passwords will be issued to individuals and may not be shared under any circumstances. It is recommended that passwords be changed immediately when a new LoLA account is issued and every **105 days** thereafter using the self-service password reset tool on my.lctcs.edu. Problems with changing passwords should be reported immediately to the Help Desk at support@lctcs.edu or 855-227-8102.

7. A user's Banner access will be terminated when: his/her employment status terminates, he/she no longer needs it to perform job responsibilities or when his/her continued access constitutes a risk to the information technology resources of LCTCS.
8. Upon termination of an employee or contractor from a program (college) or agency (LCTCS systems office), the human resource officer of the employee's agency or program must notify or cause their respective agency/program Institutional Security Officer and the LCTC Security Administrator to be notified of the separation. Please refer to, *Guidelines and Timeframes to Notify Information Systems of Separated Employees*.
9. A Banner security administrator must be notified when an employee changes job functions, positions and campus locations. A request form must be completed indicating the required modifications to their Banner access.