# Access to Administrative Systems Policy

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I. POLICY STATEMENT
   A. Access to USF Administrative Systems (Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resource, Advancement) must be requested by the employee supervisor using the USF Administrative Systems Access Request Form. Requests will be reviewed by the appropriate information stewards prior to the awarding of access. A log of all requests and approvals shall be maintained in the ITS Database Administration group.

II. REASON FOR POLICY
   A. This policy is intended to ensure that the information stored in USF Administrative Systems is secure. Limiting access requests to faculty and staff supervisors helps to ensure that data is safe.

III. SCOPE
   A. This policy covers all requests to access USF Administrative Systems (Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resource, Advancement).

IV. AUDIENCE
   A. This policy is intended for USF faculty and staff requesting access to USF Administrative Systems (Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resource, Advancement).

V. POLICY TEXT
   A. Access to USF Administrative Systems (Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resource, Advancement) must be requested by the employee supervisor using the USF Administrative Systems Access Request Form. Requests will be reviewed by the appropriate information stewards prior to the awarding of access. A log of all requests and approvals shall be maintained in the ITS Database Administration group.
   B. Also prior to the awarding of access, new Administrative System users must be enrolled in the USF Banner Security Training Canvas course, complete all training modules including tutorials and the quizzes, and accept any confidentiality agreements.
   C. Access to Administrative Systems must be reviewed by information stewards and module security officers each month.
   D. If you have any questions or concerns, you may send them to bannersec@usfca.edu.
VI. PROCEDURES
A. Requesting Access to Administrative Systems
   1. The employee supervisor completes the USF Administrative Systems
      Access Request Form to request access on behalf of an employee to the
      appropriate administrative system.
   2. The ITS Database Administration group logs the request.
   3. Prior to access approval, the new user will be enrolled in the USF Banner
      Security Training Canvas course.
   4. The new user successfully completes the training tutorials and quizzes.
   5. The new user accepts any confidentiality agreements appropriate to the
      information to be accessed.
   6. If access is granted to the new user, the ITS Database Administration
      group logs the approval.
   7. Information stewards and module security officers review the list of
      Administrative System users each month.

VII. RELATED INFORMATION
A. (None)

VIII. DEFINITIONS
A. Banner
   1. The University's Administrative System Suite, the primary information
      system used to conduct the business of the University. The core system suite is
      made up of the Advancement, Accounts Receivable, Finance, Financial Aid,
      Human Resources and Student modules, and features additional functionality in
      document management, job scheduling, reporting, and workflow.

IX. FREQUENTLY ASKED QUESTIONS
A. (None)

X. REVISION HISTORY
A. 06-01-2015 – First publication
B. 03-01-2015 – Updated the format
XI.  COMPLIANCE
   A.  Failure to follow this policy can result in disciplinary action in accordance with Human Resources Employment Handbook and Office of General Counsel employee and labor relations. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook or employment guide.

XII. POLICY EXCEPTION PROCESS
   A.  A proposed exception request to ITS Policy requires a formal e-mail explanation related and in support of job function.
   B.  A proposed exception request to ITS Policy, mentioned in 'XII.A', must be approved via email by respective department or division supervisor, Dean, or VP, before submitted to ITS for review.
   C.  Forward approved email as stated in 'XII.B' to itshelp@usfca.edu for processing.
   D.  Evaluation of ITS Policy Exception will escalate internally, and as applicable may include further review by: UITC subcommittee(s), the Information Security Officer, and others as appropriate at the request of VP for IT.

XIII. APPENDICIES
   A.  (None)