

Louisiana Community & Technical College System

Title: LCTCS Banner Security Access Procedures

Establishing New Banner Access

1. Access to the Banner HR, Finance, Financial Aid, and Student Administration modules are granted to Louisiana Community and Technical College System Employees and authorized affiliates who have an approved business need to work with, or view, data and reports.
2. In order to obtain Access to any of the Banner systems, the Banner User Request form must be completed for the security classes within each banner module (HR, Finance, Financial Aid, and Student Administration) that is required for the requestor to perform his/her duties. The form must include the requestor's signature and his/her supervisor's signature. No access will be granted from phone requests. No access will be granted from incomplete Banner User Request forms.
3. The completed form is hand delivered or emailed to the appropriate college Banner security administrator (when the college is managing their own user security) or to the System office security administrator at vnorman@lctcs.edu.
4. The security administrator reviews the access request form for all signatures and completion. If the form is incomplete or if signatures are missing, the requestor is contacted to complete and resubmit the form.
5. Completed forms are submitted for review and signature by the respective system owner (where applicable).
6. Once the form is approved, the user's Banner account is set up with the approved security classes indicated on the request form.
7. The user is notified of the completed security class additions to their account.

Modifying Existing Banner Access

Access is modified when security classes need to be added/removed because a user's positional duties have changed or when a user moves to another Business Unit/Campus.

1. In order to modify access to any of the Banner systems, the Banner User Request form must be completed for the modification of security classes (HR, Finance, Financial Aid, and Student Administration) indicating which specific access needs to be modified. The form must include the requestor's signature and his/her supervisor's signature. No access will be modified from incomplete Banner User Request forms. If the form is incomplete or if signatures are missing, the requestor is contacted to complete and resubmit the form.
2. Completed forms are routed for review and signature by the respective module owners (where applicable).
3. Once the form is approved, the user account is updated with the appropriate security classes indicated on the request form.
4. The user is informed that his/her access has been updated per the most recent request form.

Deleting Banner Access

1. The users Human Resource departments must contact their banner security administrator in writing when an employee terminates his employee relationship so that the terminated Banner user account can have its security classes removed.
2. If the employee's supervisor determines that an employee no longer needs Banner access, he/she must complete the Banner User Action Request form indicating "Delete" and email it to that college's banner security administrator.
3. The banner security administrator, upon receipt of notification,
 - a. Locks the Banner account and/or removes the appropriate security classes from the users account.
 - b. Removes Self Service Access from the applicable FOMPROF record
 - c. Deletes the GOAEACC record
 - d. Removes all manually added Luminis Roles (COGNOS, Admin, Etc.)
 - e. Removes all AD security groups except the Domain Users group
4. The LCTCS security administrator regularly monitors payroll termination reports in Banner. If an employee is noted as terminated and the security administrator has not received a notice to otherwise retain the account, the security administrator will inactivate the security classes from that user account.

Resetting Passwords

Banner users are able to self-reset their account password through a password reset tool in the Banner Portal (my.lctcs.edu). The Banner user needs to provide their social security number and date of birth for the process to look up the appropriate user record and if a successful match is found will prompt them for a new password.