THE UNIVERSITY OF TENNESSEE
MARTIN

UT - Martin Policy:	
IT0132-M-A - Banner Administrative Access Request Overview	
Version: 3	Effective Date: 11/09/2021

Appendix A - Banner Administrative Access Request Overview

For a user who needs a Banner Administrative account:

1. A user or their supervisor submits an Administrative and Academic Information Systems request with Banner Administrative as the Information System.

   The current URL is:
   https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=18daebe3-69cd-437e-af4a-f0e3d95f6286&targetURL=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/09b6df76-8699-4df4-889f-090f48a15692

2. After the request is submitted, the supervisor approves or rejects this request.

3. Once the supervisor approves the request, it is verified that the user has completed FERPA training.

4. The request is forwarded to the appropriate data owner(s) for the following areas:
   - Admissions
   - Bursar's Office
   - Financial Aid
   - Records

5. Data owners decide what access to grant to the user. They each respond with the security classes or direct permissions they want assigned. Classes are mainly used to avoid the assignment of direct permissions.

6. The Banner Security Administrator creates the users account, assigns the classes provided by the data owners, and assigns the classes UTM_GENERAL and UTM_VALIDATION_RECORDS_C.

7. The user is added to the Active Directory group.

8. The user is notified via email that the account is ready to use.

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For a user who needs additional Banner Administrative access.

1. A user or their supervisor submits an Administrative and Academic Information Systems form with Banner Administrative as the Information System.

2. The current URL is:
   https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=18daebe3-69cd-437e-af4a-f0e3d95f6286&targetURL=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/56d604be-e2d1-4256-a283-79c718356b35

3. The request is forwarded to the appropriate data owner(s) for the following areas:
   - Admissions
   - Bursar's Office
   - Financial Aid
   - Records

4. Data owners decide what access to grant to the user. They each respond with the security classes or direct permissions they want assigned. Classes are mainly used to avoid the assignment of direct permissions.
   a. Exceptions:
       i. Student Health: Shannon Deal approves access to GOAIMMU.
       ii. Housing: Any administrator in the housing department can approve access to SLARMAP.
       iii. Dining services: Any administrator in the dining services department can approve access to SLARMAP.

5. The Banner Security Administrator assigns the permissions provided by the data owners.

6. The user is notified via email that their permissions have been updated.