

Draft Proposal for preparing Banner/myMU for de-support of WebMail.

Current Situation

- WebMail retirement set for May 12th, 2002.
- Banner person records must exist for access to myMU email client.
- 53,000+ people recorded in the current Account Management System (AMS).
- Only ~1,900 active AMS records with no corresponding Banner person record (External Accounts or “affiliates”).
- Approximately 600 disabled AMS records with no corresponding Banner person record.

Current External Account Request Form captures:

Name
SSN
Date of Birth
Street, City, State, Zip
Telephone
Driver’s License Number
Driver’s License State
Mother’s Maiden Name

Current AMS system contains:

Name
SSN (or 901 ID)
MUNet Username

Procedure to Load AMS Ids and Usernames to Banner:

1. Pull Name and SSN from AMS for all individuals that do not have a matching SPRIDEN record in Banner.
2. Create an excel spreadsheet containing Name and SSN information from AMS with empty columns for the following:
 - a. Last name on External Account Request Form (EARF)
 - b. First name on EARF
 - c. Middle name on EARF
 - d. SSN on EARF
 - e. Date of birth on EARF
 - f. Street address on EARF
 - g. City on EARF
 - h. State on EARF
 - i. Zip on EARF
 - j. Telephone on EARF
 - k. Date EARF completed
 - l. Driver’s License Number on EARF
 - m. Driver’s License State on EARF
 - n. Mother’s Maiden Name on EARF
3. Pull paper EARF from archives for each person on spreadsheet.
4. Populate empty spreadsheet columns using the EARF information for each person.
5. Export the spreadsheet information to an ascii file.
6. Import the ascii file into Banner’s existing Tape Load temp tables.
7. Run the existing Banner Tape Load comparison process to identify any “matches” between people in the spreadsheet and people in Banner. This comparison process will “suspend” people that are similar to people in Banner based on our existing ACT tape comparison criteria.
8. Staff, under the direction of the Associate Director of Database Administration, will review any people marked as “suspend” via Banner’s Suspended Records Maintenance Form (SOASUSP) and determine the final status for the record (“new” or “match”). If the status cannot be

determined using existing data, the record will remain in the “suspend” category and will not be loaded into Banner.

9. Prepare a notification/instructions for those remaining in the “suspend” category.
10. Email the notification/instructions to the person’s MUNet email address as defined in the AMS system.
11. Run the existing Banner Tape Load Person Creation process for all people marked as new.
12. Load/Update corresponding Banner data elements needed for import to myMU (GOREMAL - email address, GOBTPAC -PIN, MUNet username).
13. Run process to assign them the role of “affiliate”.
14. Export information from Banner for these “affiliates”.
15. Import information to myMU.
16. Initialize the email file in myMU for these individuals.
17. Initialize the calendar file in myMU for these individuals.