

Draft Proposal for Reserving MUNet Usernames in Banner.

New MUNet Username creation process:

1. Username gets automatically generated upon the creation of Third Party Access record (GOATPAC). The TPAC record gets created under the following scenarios:
 - a. Nightly by batch for any SPBPERS record in the system that does not have a corresponding TPAC record.
 - b. Automatically when someone performs a PIN reset (GOATPAC) after validating the existence of the SPBPERS record (SPAPERS – ssn, dob).
2. Username creation script uses the following name creation logic: *(talk with UCS Systems)*

Changes in Account Request Form Processing:

1. Use a Common Account Request Form for the following services (secure paperwork):
 - a. Hobbit
 - b. Marshall
 - c. WebCT
 - d. Users
 - e. ???
2. When Account Request Form is received in Computing Services, designated full-time UCS staff member performs the following steps:
 - a. Provide ID to AMS system to determine if this person “exists” in Banner under that ID.
 - b. If AMS indicates that the ID does **not** exist in Banner then perform the proper person search procedures in Banner. Then:
 - i. If certain the person does **not** exist in Banner:
 1. Create the necessary Banner records (SPAIDEN, SPRADDR, SPAPERS – ssn, dob)
 2. Perform a PIN reset on GOATPAC.
 3. Record the generated Username.
 4. Return to the AMS system.
 5. Query AMS using the MU ID you just created in Banner.
 6. Supply AMS with the Username identified by Banner during the PIN reset on GOATPAC.
 7. Select the requested services for account creation.
 - ii. If certain the person **does** exist in Banner:
 1. Verify the existence of a PIN and Username on GOATPAC. If the TPAC record does not exist:
 - a. Verify the d.o.b. on SPAPERS
 - b. Perform a PIN reset on GOATPAC.
 2. Record the generated Username.
 3. Return to the AMS system.
 4. Query AMS using the MU ID you just created in Banner.
 5. Supply AMS with the Username identified by Banner during the PIN reset on GOATPAC.
 6. Select the requested services for account creation.
 - c. If AMS indicates that the ID exists in Banner then:
 - i. Select the requested services for account creation.

Changes in PIN reset authority:

1. PIN reset authority (GOATPAC only) should be granted to UCS HelpDesk Technicians.
2. PIN reset authority (GOATPAC only) should be granted to MUSOM HelpDesk Technicians.
3. HelpDesk Technicians should not be granted authority to review/update SPAPERS. If PIN reset is unsuccessful, person must visit a staff member with authority to review/update the person’s date of birth (dob).

4. Current GOATPAC logic sets the pin to the last 6 digits of the person's MUID if the dob is blank. However, our nightly process that creates the initial TPAC record, sets the pin to the person's pidm if the dob is blank.

(Please note: The section below was not presented to the BOC at their April meeting)

Remote User Authentication Process for PIN reset:

1. Verify User Information for Students using the following Banner data:
 - a. Name
 - b. SSN
 - c. Address (including telephone)
 - d. Username
 - e. Enrolled Courses?
 - f. Major?
2. Verify User Information for Faculty using the following Banner data:
 - a. Name
 - b. SSN
 - c. Address (including telephone)
 - d. Username
 - e. Courses being taught?
 - f. Position Title?
3. Verify User Information for Staff using the following Banner data:
 - a. Name
 - b. SSN
 - c. Address (including telephone)
 - d. Username
 - e. Position Title?
 - f. Department?
4. Verify User Information for Affiliates using the following Banner data:
 - a. Name
 - b. SSN
 - c. Address (including telephone)
 - d. Username
 - e. Driver's License Number and State
 - f. Mother's Maiden Name ??