

MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

PROCEDURE ITP-22

Access to SPAIDEN

1. General Information:

Because of the sensitive nature of the information contained on SPAIDEN (General Person Identification Form) in Banner, access to update SPAIDEN should be limited and anyone having update access should have specific training on the completion of the form.

1.1. Scope:

This procedure, as outlined below, will govern access to update SPAIDEN in the Banner system.

1.2. Authority: Marshall University Information Technology Council

1.3. Passage Date: November 20, 2009

1.4. Effective Date: November 20, 2009

1.5. Revision Date: August 19, 2019

1.6. Controlling over: Banner access to update SPAIDEN

1.7. History and Summary of Problem:

Individuals must be added to Banner SPAIDEN for various reasons (employment, student admissions, conference/workshop attendees, etc.) Because the personnel normally responsible for updating SPAIDEN may not be available on weekends and after business hours, it is necessary that other individuals have access to this Banner form for input of information.

2. Procedure

Access to update SPAIDEN in Banner will be granted as follows:

2.1.

A new person in a job function that currently has update access to SPAIDEN will need to have approval from their supervisor and attend training on this form before being granted access.

2.2.

A job function not previously having update access to SPAIDEN, must apply for access through the BUG-L committee, which will review the request and make a recommendation to the BOC. The BOC will either approve or deny the request.

Training will be developed through the BUG-L committee.