

1.0 Background

Banner is the web-based Student Information and Financial Aid system adopted by the University System of Georgia and its institutions. Modules include: recruiting, admissions, advising, course scheduling, registrations, tuition and fee payments, grading, housing, and financial aid applications, awards and disbursements.

ISIS is the web-based Integrated Student Information System at Columbus State University and provides information about registration, enrollment, transcripts, degree evaluation, financial aid and other student data. All students, faculty, and staff are provided an ISIS user ID. ISIS is the student and faculty self-service interface. CSU has developed customized enhancements to the application to provide features deemed necessary for functionality.

2.0 Purpose

This summary policy and associated detailed policies intend to provide a comprehensive set of security guidelines **and requirements** that will ensure the appropriate and consistent protection of the University's information assets.

3.0 Policy

- Requests for new employee access are made via eQuest to include detailed information of the employee and the access needed to perform their job duties within the Banner Student System **(with completion and approval required via the Banner/ISIS Access Form)**.
- Request for additional access can be submitted via eQuest with an explanation of need **(with completion and approval required via the Banner/ISIS Access Form)**.
- Request for access due to departmental/job transfer can be submitted via eQuest **(with completion and approval required via the Banner/ISIS Access Form)**.

4.0 Procedures and Responsibilities

- Requests must be made by supervisors, department heads, or directors of a unit **and receive approval via the Banner/ISIS Access Form**.
- Faculty, staff, and students are required to sign a confidentiality statement acknowledging [FERPA](#) (Family Education Rights & Privacy Act) requirements when hired through Human Resources.
- Passwords for user accounts must be changed every 45 days.