

MTSU Student Employee Banner Access Request Form – Instructions

Revised: 4/3/19

The following instructions are to assist departmental staff who request Banner employee-type access for their student employees and to assist Banner Data Custodians and ITD staff with completing the form. The **Student Employee Banner Access Request Form** can be found at <https://www.mtsu.edu/itd/forms.php>.

Student employees must have named computer accounts. Generic accounts are no longer allowed for student employees. MTSU policy and Banner 9 are the two main reasons for this.

UDCID/FSA

On Banner 9, everyone who logs in to Banner will have to use their FSA (aka Active Directory) credentials. To make this work, a unique ID (the UDCID) for each person connects their Banner identity to their FSA identity. We must use a UDCID separate from their student UDCID so as to restrict student employee Banner access to only when they are doing their job. And the student employee account(s) must be separate from their student account. If the student employee works for more than one department, he will have a different account for each different department.

Asset Tags

The department requesting the student employee's Banner access must provide the MTSU Asset Tag numbers for the computers from which the student employee will work. ITD will determine IP addresses of those computers, making the IP address static if necessary, and will limit access for the named user account to just those computers.

VPN

Generally VPN access should not be needed for student employees. However, for those rare circumstances in which VPN access is needed, you must explain why it is needed. Attach additional pages if necessary.

Approval

The form is to be routed to the most relevant Banner Data Custodian (i.e. the Banner module that represents the primary data need). That data custodian will route the form to the next data custodian if additional access is needed. Banner Data Custodians are:

- Rick Henegar for Banner Student Data (includes Fin Aid and Accounts Receivables)
- Kathy Musselman for Banner HR Data
- Carol Rozell for Banner Finance Data
- Ronda Vaughter for Banner Advancement Data

Banner ID

Each student employee will be assigned a Banner ID for their student employee identity in the format of

SWxxxxnnn

where 'xxxx' reflects the department of employment (use STVORIG values when possible) and 'nnn' is numeric from 001 to 999. Please note that if the value in STVORIG is 3 characters long, the format becomes

SWxxxxnnnn

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Last Name

The last name entered on the SWxxxxnnn Banner ID# will be “SESW_” followed by the student’s last name. This will enable GOAMTCH to not get hung up on student records with the same name.

Email Addresses

The data custodian entering the SWxxxxnnn Banner ID record will enter on GOAEMAL the student’s real MTSU email address as type **CAMP** and the supervisor’s real email address as type **BUS**. Again, this is on the SW ID# not the student’s M# or the supervisor’s M#.

- The CAMP student email address will allow easy communication to the student employee who has this SW ID#.
- The BUS supervisor email address will allow easy communication to the appropriate supervisor of the student employee.

Additional ID Tab

Each student employee will have **SPAIDEN/APAIDEN/PPAIDEN** Additional ID tab entries. On that tab, the **ID Type** is SESW with a **Description** of Special Access – Student Worker and then the start and end date in the **Additional Identification** box but with no services codes needed. Since the Banner ID will contain the department code, the SESW ID Type code will be used for all departments. Add the student’s original M# at the end of the end date. Below is an example. Note that a separation character such as a hyphen can be placed between the end date and the M# and is strongly recommended.

ID Type	Description	Additional Identification	Activity Date	User
SESW	Special Access -Student Worker	20180827-20190502M01234567		

Access Needed

Elaborate as much as possible on page 2 of the form about all access approved for this student employee.

Routing to ITD

Route to ITD Triage (Annette Merriman-CAB 005 or Patrick Hefner-CAB 003) instead of John Patterson after data custodians complete their part so the FSA identity can be set up first, which allows the GOAEACC entry of the FSA identity by John.