

BANNER FINANCIAL AID SYSTEM SECURITY PROTOCOL

1. To request a **NEW** Banner user account, the college director of financial aid (DFA) should contact the college Banner security person (s) as is the current practice.
2. Once the **NEW** Banner user account is created, the DFA needs to request that the appropriate financial aid security class be assigned to the user account. This request should be made in writing to the SYS-BannerFinAidHelp@commnet.edu e-mail address. The requested financial aid security class as well as the needed General Banner security objects and MIF attributes will be assigned to the user account.
3. To request that a financial aid security class be assigned to an **EXISTING** Banner user account, the DFA should write to the SYS-BannerFinAidHelp@commnet.edu e-mail address. The requested financial aid security class as well as the needed General Banner security objects and MIF attributes will be assigned to the user account.
4. As part of the system effort to phase out generic Banner accounts, colleges should begin to request Banner user accounts for all student employees currently using the generic x_FINAID1 and x_FINAID2 accounts. To do so, please follow steps 1 and 2 as noted above.

Revised March 6, 2007