Native Banner Account Access

Identify Banner Roles/Classes
Needed by New User

↓

Identify Modules and Associated
Data Custodians

↓

Request Banner Access from Data Custodian(s)
(http://lanecc.edu/cops/bannacc1.htm)

↓

<Certification Required For Access to LANE?>

Note: Certification currently required for:
- Student Module

No →

Obtain LANE Account Login and
Password

↓

Plan and Schedule Banner
Process Training with Data
Custodian(s)

↓

Schedule Banner Navigation
Training

↓

Attend Banner Navigation
Training
(bring ID & Login)

↓

Attend Banner Process Training
(bring ID & PW)

Yes →

Obtain TEST Account Login and
Password

↓

Plan and Schedule Banner
Process Training with Data
Custodian(s)

↓

Schedule Banner Navigation
Training

↓

Attend Banner Navigation
Training
(bring ID & Login)

↓

Attend Banner Process Training
(bring ID & PW)

↓

Complete Certification
Requirements

↓

Obtain LANE Account Login and
Password

↓

Set up PW, Menus, and
Preferences in Lane Account

Color Key

Requester Task
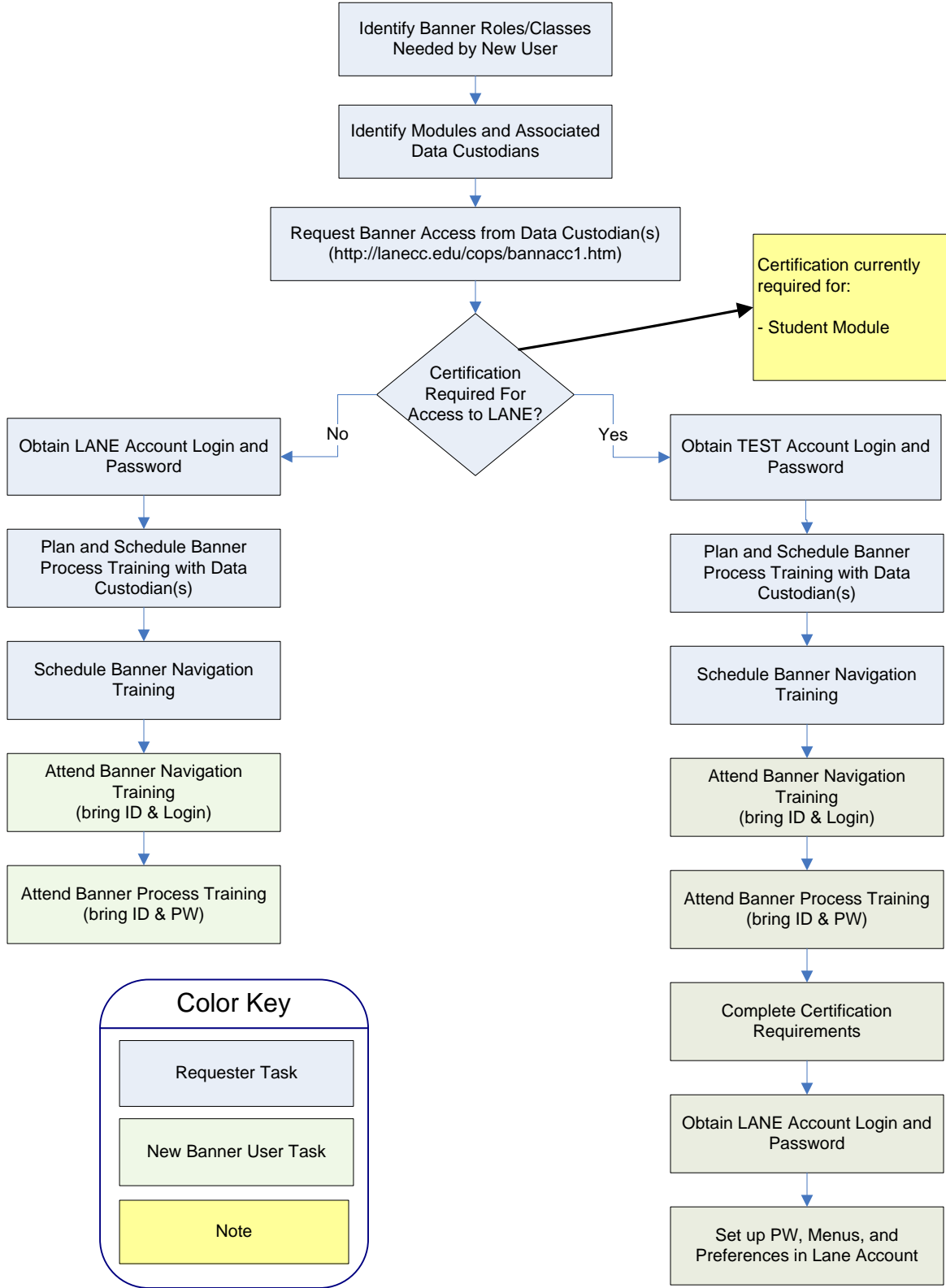
New Banner User Task

Note

BANNER USER ACCOUNT SETUP

1. Identify User Roles/Classes Needed
    a. List Banner processes to be performed by new hire
    b. Compare to previous incumbents or other users
    c. List Banner processes needed and comparable users
    d. Identify Banner modules to be used
2. Get Banner account set up
    a. [Identify data custodians](#) for the Banner modules involved
    b. Email data custodian(s) requesting role/class access
        i. Send list of Banner processes and comparable users
    c. Obtain login and password
        i. TEST DB access for Student module
        ii. LANE DB access for other modules
3. Plan and schedule training
    a. Plan and schedule Banner process training with appropriate data custodian(s)
    b. Schedule Banner orientation/navigation training to take place within a few days prior to process training
4. New user attends Banner training sessions
    a. Ensure that new user brings his or her login and password to training
    b. New user attends Banner Orientation and Navigation training
    c. New user attends Banner process trainings as needed
5. If needed (STUDENT module)Obtain Banner process certification and access to Lane DB
    a. New user submits certification exercise to data custodian's office
    b. Obtain confirmation of LANE DB access
    c. New user sets up password and personal preferences in LANE account