



Banner Access Request Procedure

As a unit of the Technical College System of Georgia (TCSG), Columbus Technical College (CTC) adheres to State Board Policy 6.3.1. Student Records and TCSG Procedure 6.3.1p1. Student Records Procedures to ensure the privacy of all students.

The College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Only individuals with a legitimate need to review students' records or files to perform their job duties may access this information. Faculty and staff are required to sign an Acknowledgement and Compliance Statement stating they acknowledge and will adhere to confidentiality requirements imposed by federal and state laws and TCSG policy. Unauthorized persons are not allowed to access student records.

Procedure for Gaining Banner Access as a CTC Employee

1. Fill out the Banner Access Request Form located within Team Works. In this form, they must note the type of access they require within banner, what level of access they need in banner, and they must provide a justification as to why it is needed to perform their duties CTC.

Note: The access requested will need to be as detailed as possible for auditing and tracking purposes. If adequate information is not provided the request will be denied.

2. Sign the form acknowledging this is correct and necessary to perform their job function.
3. Forward the form to the appropriate Vice President or Dean acknowledging the form is correct.
4. Receive access from the Banner Data Owner. Once permissions have been approved the Banner Project Leader on duty will provide the access to the employee.

Note: Depending on the level of access requested, the College President may also need to review and approve the level of access being granted.

This is necessary to ensure that all student information is kept as safe and secure as possible by limiting access to Banner to only those who need access and limiting their access to what is necessary to perform their roles at Columbus Tech. These forms will be kept on record by the department of Information Technology for auditing purposes.

Document History

Revised: Information Technology, March 2026

Approved: PLT