Warning! Warning!
Registrar Data Security
T3.08

Bobbie Brown
Tuesday, February 3
1:30 – 2:30 PM
Room 203B

Guidebook & Wi-Fi

Introduction

- To communicate security procedures and actions for student data access.
  - Learn the Process
  - View the Documentation
Topics of Discussion
- Data Security Overview
- Documentation
- Bi-annual Audit

Data Security Overview
3 Major Areas requiring training:
- FERPA
- Banner
  - Student record system (INB)
  - Self-service (web)
- Cognos (reporting tool)
- Xtender (record imaging system)

Employees Who Separate
- ePAF sent to HR for employee who is separating.
- If ePAF is not present, all access is removed in an overnight process.
Promoted or Changed Jobs (current staff)

- ePAF is created and then completes the approval process.
- eRaider is assigned to employee who is changing jobs.
- Employee supervisor must submit BUG to request access.
- Registrar grants access via TEAM.

New Employees

- ePAF is created and then completes the approval process.
- eRaider is assigned to new employee.
- New employee must attend required training.
- Once complete, notification received from training department.
- Registrar grants access via TEAM.

New Employees (cont.)

- Student record positions
  - Advisors
  - Registrar
  - Admissions
- Non-Student record positions (justification required)
  - Police department
  - Advancement
- Student Assistants (justification required)
- Temporary Workers (justification required)
Training Information

- Registrar may view training:
  - Registered
  - Completed (and "grade" if required)

- Notifications sent to staff email for notifications of retraining every two (2) years (FERPA)

- Training
  - FERPA online training
  - Banner (web & records) is face-to-face
  - Cognos (face-to-face)
  - Xtender (face-to-face)

Granting Access

- TEAM application
  - Major security classes
  - Minor group security classes
  - Individual security classes

- Through Enterprise Application Security (EAS) – Bugzilla

Documentation

- TEAM Documentation
  - Major security classes
  - Minor group security classes
  - Individual security classes

- Banner Enterprise Security Manual

- Audit Manual
Audit

- March & September every year
- Review each security class
  - If no access in six (6) months, access revoked. Must retake FERPA to regain access.
  - Specialty security classes sent to “owner” of class for review and approval.

Questions and Answers

Questions?
I might have an answer! 😊

Presenter Information

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