General Procedure: Annual Banner Account Review

Last Updated February 12th, 2026

Summary: Every year in May, New River Community and Technical College undergoes an annual review of Banner permissions with supervisors to ensure that each employee's account permissions are still aligned with their job duties.

Procedure:

1) The Director of Technology Development or their designee (the Reviewer) receives a list of current employees and their supervisors from Human Resources.
2) The Reviewer then compares the employee list with the Banner user and permission lists to identify which employees have Banner accounts.
3) The reviewer completes the Banner Access Review Form in DocuSign for each person who supervises employees with Banner access, indicating the permissions each subordinate has. This corresponds to the permission options in the Banner Account Request Form.
4) Once received, the supervisor will review the permissions and check the box to indicate whether each subordinate's permissions are appropriate. If not appropriate, the supervisor will specify how the permissions need to be changed.
5) Once the form is returned, if any account whose permissions are not appropriate, the Reviewer will update the account's permissions as indicated and confirm the update to the supervisor via email.
6) The Reviewer will save all forms and emails concerning account reviews in OneDrive for auditing purposes.