

IT SOP: Monthly BANNER Account Inactivity Review

Version 1, Created January 29, 2025



Summary: The Monthly BANNER Account Inactivity (or Access) Review detects and locks accounts for active employees who have not logged into their BANNER account in the last 90 days. It is run by the Director of Technology Development, with the Vice-President of Technology Services and Director of Human Resources included on all emails made during this process.

Required Access:

- New River/BANNER BANSECR security account
- OneDrive BANNER Person Files folder
- OneDrive BANNER Security Review Files folder
- ARGOS IT Help Folder

- 1) An automated email with the review report is sent from ARGOS on the 1st of every month
 - a. It's recommended for the person conducting the review to set an automated reminder in Outlook in case the automated email isn't sent due an ARGOS outage
 - b. If the automated email isn't sent but ARGOS is working, run the process manually
 - i. In the ARGOS client navigate to the **IT Help folder > LoginReview report > LoginReview Automated report > LoginReview Automated report Schedule.** Then click **Run Schedule Now.**
 - c. If ARGOS is down, run step 1b as soon as possible once it becomes available.
- 2) If this process wasn't done on the day the automated report was sent, run step 1b to manually generate a new report. This will ensure nobody's account lapsed after the automated report was generated.
- 3) Review the attached file to determine if there are any accounts that are indicated to be locked
- 4) If there are no accounts to be locked, skip to step 5.
- 5) If there are accounts to be locked, login to BANSECR in the New River portal and open the **BANNER Prod Access Management** link. Navigate to the **GSASECR** screen. Then for each user to be locked...
 - a. Check their BANNER records folder for a recent unlock request. If the account was unlocked within the last 30 days, do not lock and proceed to the next user. Otherwise, continue.
 - b. Enter their account name in the **User ID** field, then click the **Alter** button
 - c. Click the **Lock** button
 - d. Take a screenshot of the entire screen, including the date and time displayed in the Windows taskbar.
 - e. Save the screenshot as a file in the user's BANNER records folder in OneDrive under the name **YYYY.MM.DD – Account Locked (Inactivity Review).**
 - i. YYYY is the four-digit year
 - ii. MM is the two-digit month (include leading zeros)
 - iii. DD is the two-digit day (include leading zeros)

- 6) Reply to everyone on the original report email, confirming the specific accounts that were locked or that the no accounts needed to be locked.
- 7) Run step 1b to send the confirmation report. Once received, verify that all accounts identified in the original report show as Locked or Expired and Locked.
- 8) Create a folder for the current month in the **Inactivity Review OneDrive** Folder. It should be in the format (YYYY.MM), using the same definitions as in step 4d.
- 9) Save the following documents to this folder:
 - a. The original report file that was attached to the initial email. This file should not be renamed.
 - b. The confirmation report file that was attached to the confirmation email. This file should not be renamed.
 - c. The initial email conversation in PDF format under the name **Monthname YYYY Initial Report.pdf**, where Monthname is the unabbreviated name of the month and YYYY is the 4-digit year.
 - d. The confirmation email conversation that contains the confirmation report in PDF format under the name **Monthname YYYY Confirmation Report.pdf**, using the same format as step 8c.
- 10) The process is complete at this point!**