How to request an Internet Native Banner (INB) Userid for the GoSOLAR system

- Read the Policy on the Use of the GoSOLAR System. Click on the Policy Statement/Guidelines link from the GoSOLAR/INB Account Request webpage.
- There are 4 Request forms – Functional, College, Administrative and Student Assistant. Complete the appropriate Request for Internet Native Banner (INB) Userid form. User must have a valid Novell ID in order to obtain an INB ID. If you need access to the Alumni database, please contact the Alumni Office.
- Check the appropriate access. If you complete the additional access section, please indicate whether you need view or maintenance access. Please note: If you request access for the Job Submission function, you must also request maintenance access for the actual job(s) you need to submit in Banner.
- Read and sign the Statement of Accountability as part of the Request for INB Userid form.
- Required signatures:
  - Department Head
  - Authorized Approving Official. Please check the Authorized signers link on the GoSOLAR/INB Account webpage for a listing of individuals who may sign the Request form.
  - Registrar’s Representative
  - Optional signatures. Access to Financial Aid and/or Student Accounts data requires approval of the appropriate data steward (s).
- If you need Crystal Enterprise access, please complete a separate Crystal Enterprise access form. You can access the form and more information from the Crystal Enterprise web page http://www.gsu.edu/~wwwcer/
- Send the completed and signed Request for INB Userid form to the Office of the Registrar.
- The Office of the Registrar must approve all requests for access to the student system and make sure all appropriate signatures were obtained and the Statement of Accountability has been signed by user.
- The Office of the Registrar faxes the request form to the Banner office and the Report team, if appropriate.
- User must sign up for Banner Navigation Training (required) before a Banner user id and password will be created. Userid and password will be given out to user during navigation training.
- After the request has been approved, users will be given the same security access to BPROD and BLAB.

How to update/modify an INB Userid

- Check User Modification on the Request for Userid form and indicate the appropriate changes.
- Required signatures.
  - Department Head
  - Authorized Approving Official. Please check the Authorized signers link on the GoSOLAR/INB Account webpage for a listing of individuals who may sign the Request form.
  - Registrar’s Representative
  - Optional signatures. Access to asterisked views requires approval of the appropriate data steward (s) - Financial Aid and/or Student Accounts.
- Send the completed Request for INB Userid form to the Office of the Registrar.
- The Office of the Registrar must approve all requests for access to the student system.
- The Office of the Registrar faxes the request form to the Banner office and the Report team, if appropriate.

How to delete an INB Userid

- Whenever an individual is no longer employed, the supervisor or unit head should notify the Banner Office via email (bantrain@gsu.edu) to delete that INB Userid from the system.
- Please put “Delete INB Userid” as the email Subject
- Please include the user’s name and userid of the individual who is being deleted.
- Please include the supervisor’s first and last name who is requesting the delete of id.
- The supervisor’s name will be treated as the delete id requestor signature.