Banner Health

## BANNER HEALTH CLINICAL CONNECTIVITY ACCESS REVIEW GUIDE

This guide is designed to help you navigate the process of completing access reviews with ease and confidence. Access reviews ensure that users have the appropriate permissions and identify inactive accounts, which is crucial for protecting patient data. Your role in this process is vital for maintaining security and compliance in our organization.
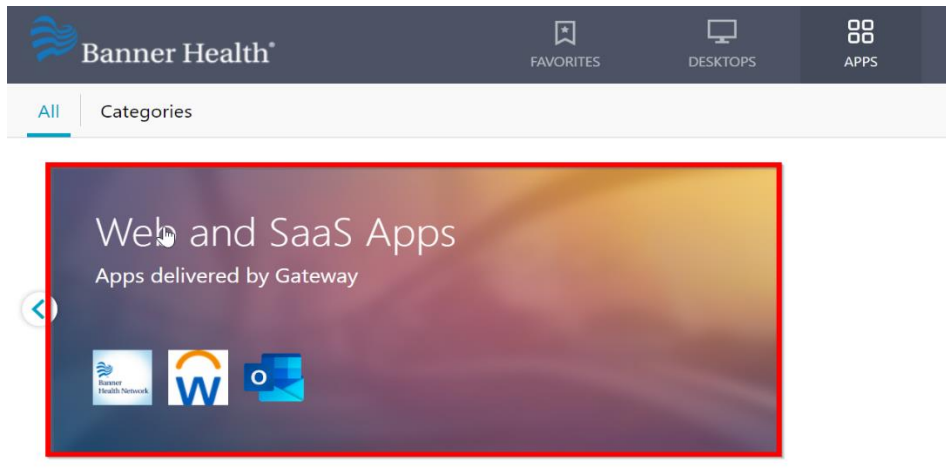
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Navigating to Access Review

1. Login to Banner / Clinical Connectivity: https://workspace.bannerhealth.com
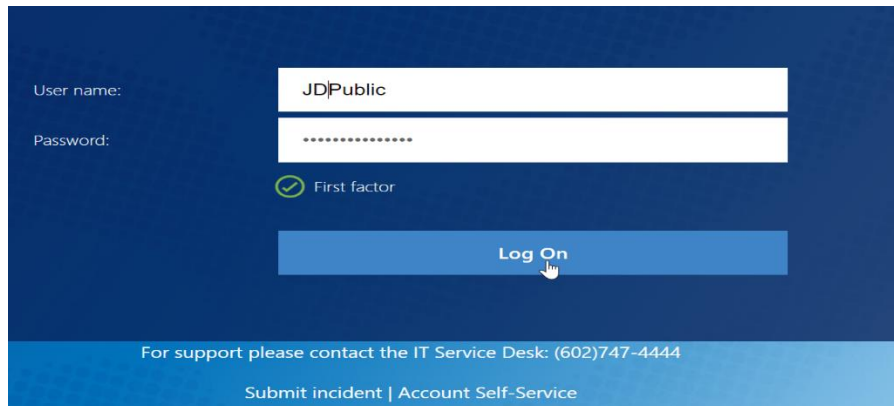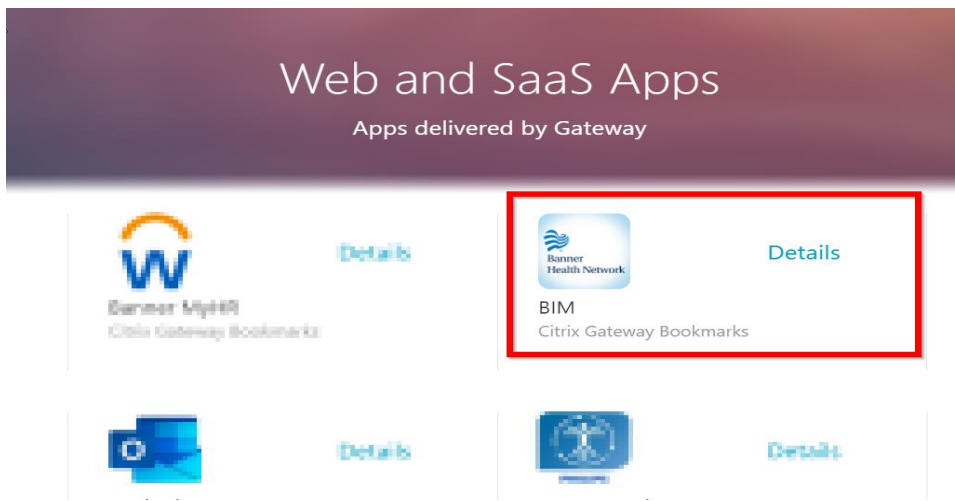

2. Click on the **Web and SaaS Apps** box.

3. Click on the **BIM** (Banner Identity Management) application icon.

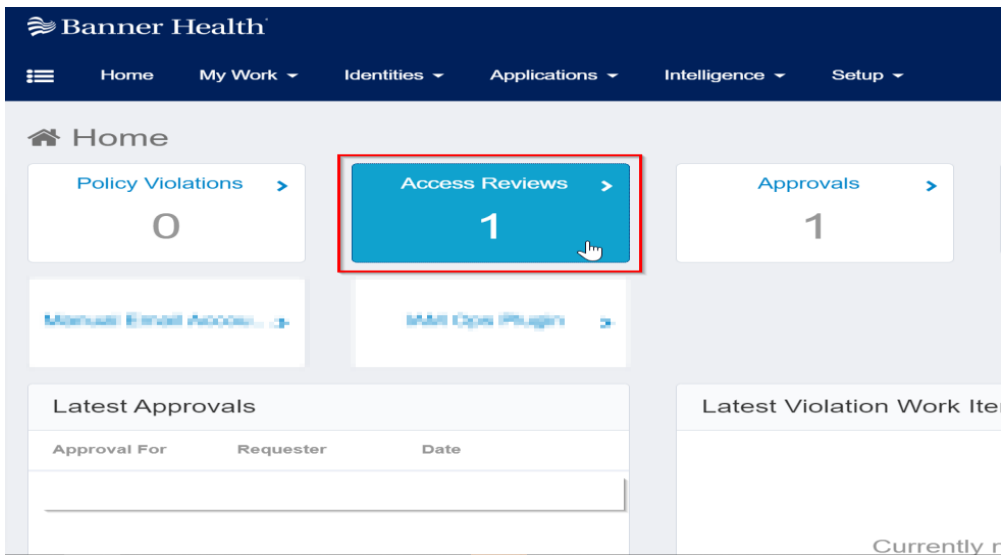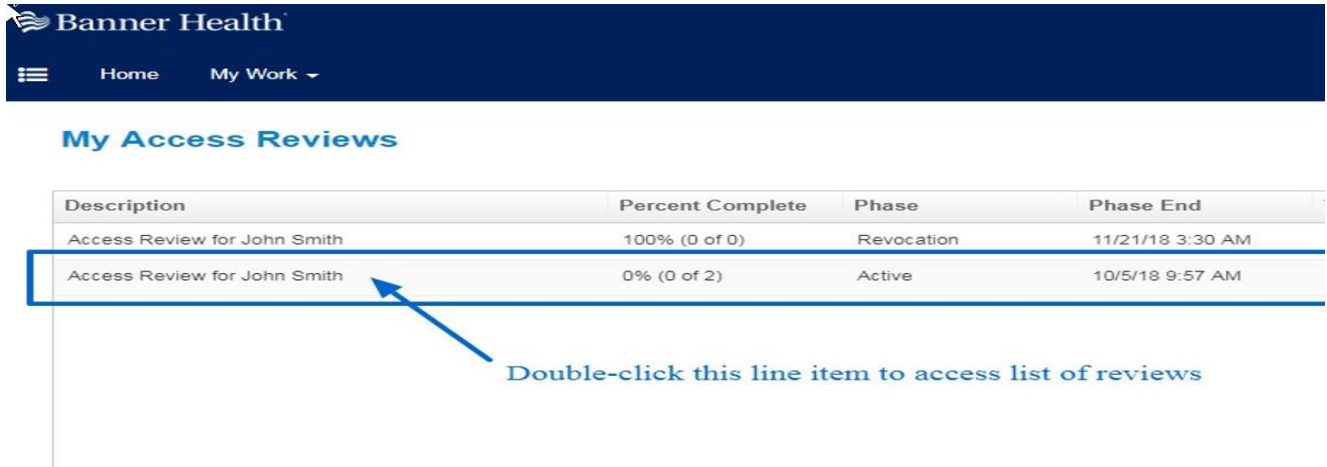4. Login to BIM using your Banner / Clinical Connectivity username and password.
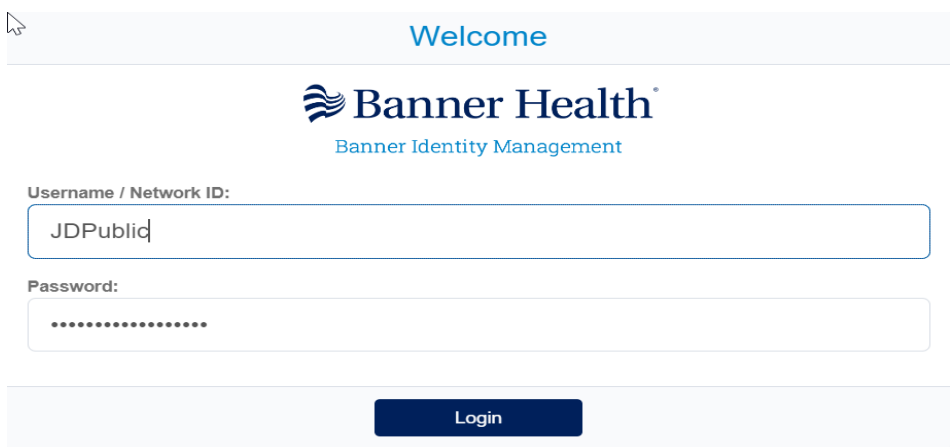
5. Click on the **Access Reviews** box.

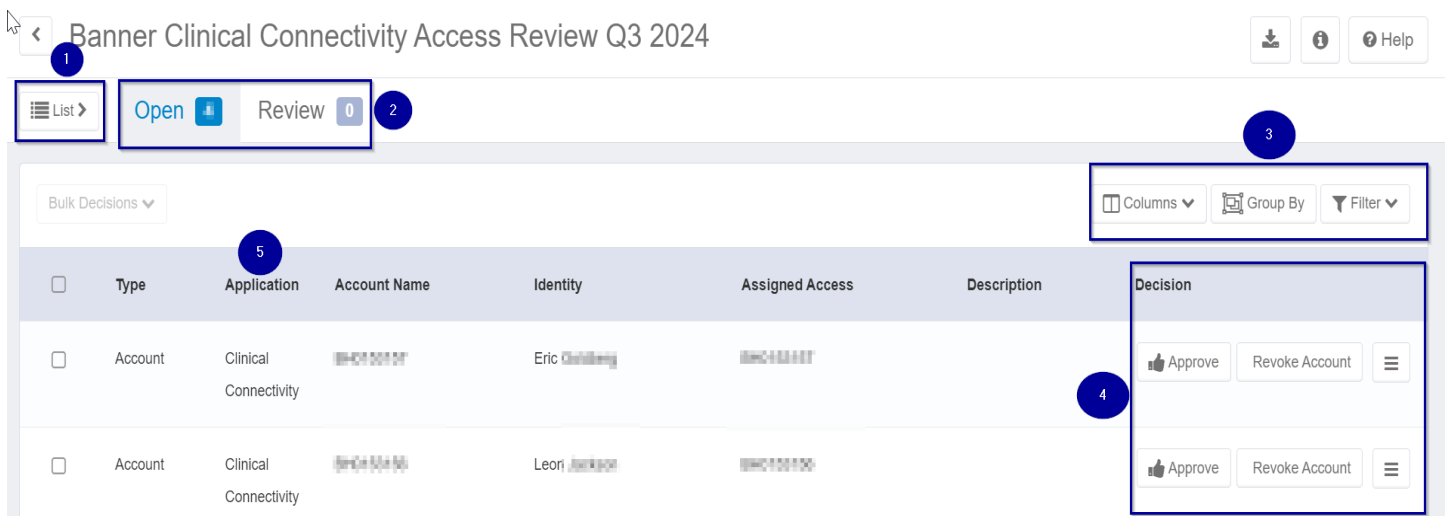6. Click the line item Access Review (in the DESCRIPTION column) to be taken to the **Worksheet View**.

Worksheet View

1. Access the Identity List view for viewing individual identities.

2. Shows the number of items that are **Open** and **Complete**.

3. Options to adjust the display of the worksheet view by adjusting the columns, grouping the items, and setting filters.

4. Decision buttons to **Approve** or **Revoke** item access. The menu button opens options to **View Decisions**, **Comment**, **History** and **Details**.

5. The **Application** column shows the application for the designated team member. Banner has hundreds of applications - review the description column to learn more.
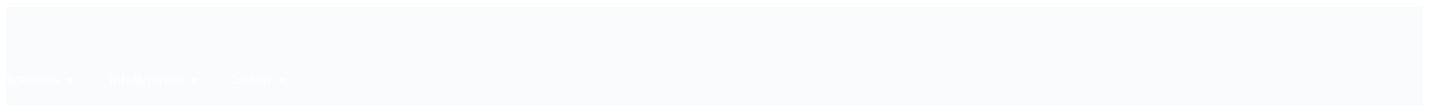
Conducting Access Review

To Approve/Revoke, do the following:

1. Select the **Approve** button to confirm the team member should still have access to the application.

2. Select the **Revoke** button to remove access for the application for the team member. Note, if **Revoke** is chosen, a **Comment Box** window will appear. You will need to type in a reason for the **Revoke**.

3. Once your selections have been made, select the **Save Decisions** button at the bottom of the page. Decisions must be saved before moving to a different page.

4. Click the Sign-Off Decisions button to complete your access review.