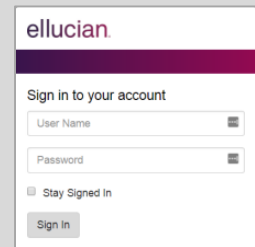


Accessing Banner

Log on using your unique **User Name** and **Password**.



ellucian

Sign in to your account

User Name

Password

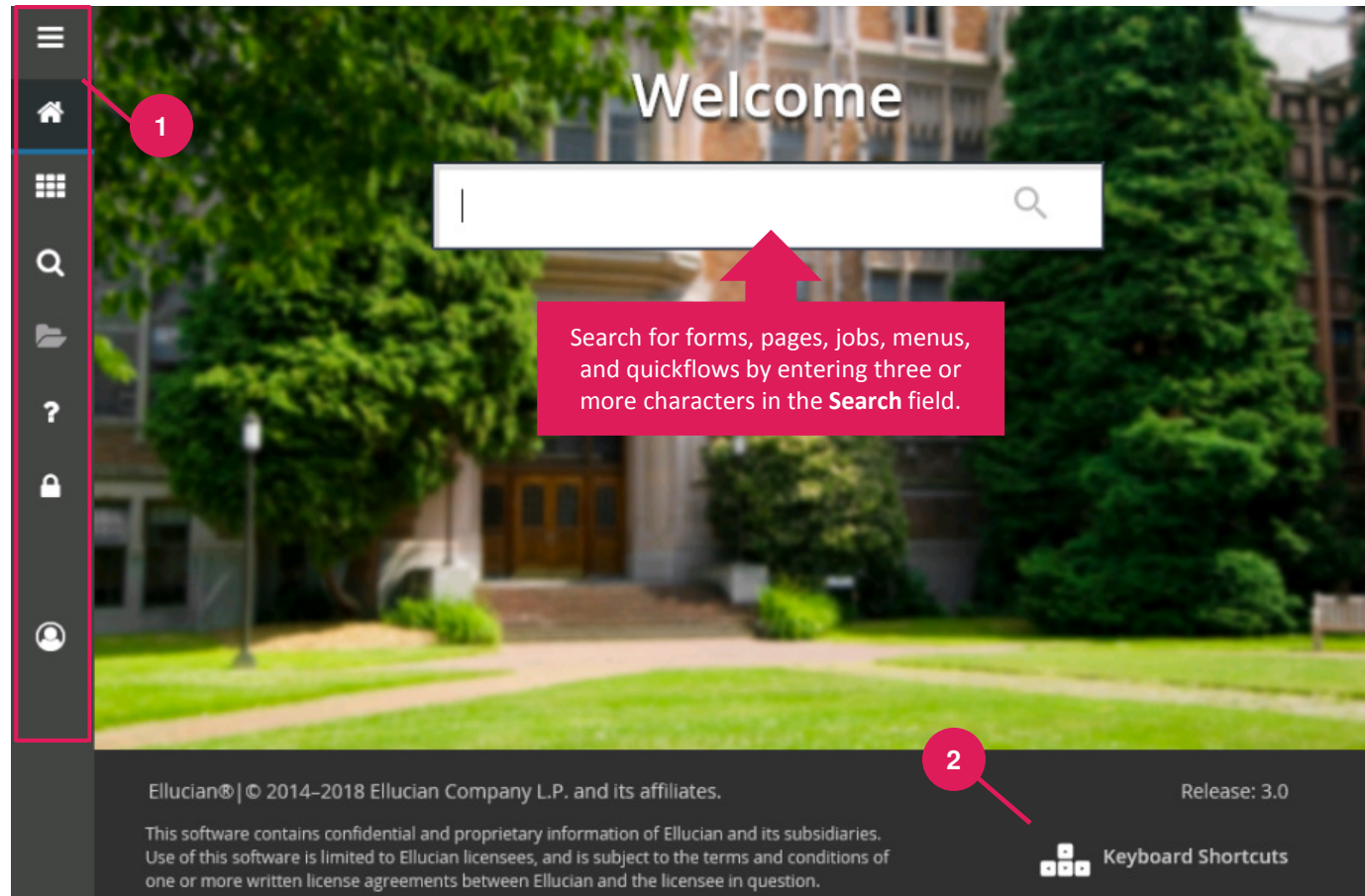
Stay Signed In

Sign In

1) About the Landing Page

The always present unified menu panel gives you access to the:

- **Menu** icon: Toggle to display or hide the icon names.
- **Dashboard** icon: Click to return to the Landing Page from any page.
- **Applications** icon: View Banner, My Banner, and Banner Self-Service menus and select pages.
- **Search** icon: Find pages or forms using key words or the seven letter identifier. *Results display after entering three characters.*
- **Recently Opened** icon: View a list of recently opened pages and forms. The number on the folder shows a count of opened pages.
- **Help** icon: View online help for Banner 9 administrative applications. *The Help icon is active only when a page is open.*
- **Sign Out** icon: Click to log out of the application.



2) Viewing Keyboard Shortcuts

Click the link to see a list of keyboard shortcuts used to navigate the landing page. With the exception of **Sign Out**, use these keyboard shortcuts like a toggle switch to open and close the specific page element.

Display Applications: Ctrl+M

Display Recently Opened Items: Ctrl+Y

Display Dashboard: Ctrl+Shift+X

Help: Ctrl+Shift+L

Search: Ctrl+Shift+Y

Sign Out: Ctrl+Shift+F

1) Key Block and Page Header

Only the page's key block displays initially. Enter required information, then click **Go** to activate the page.

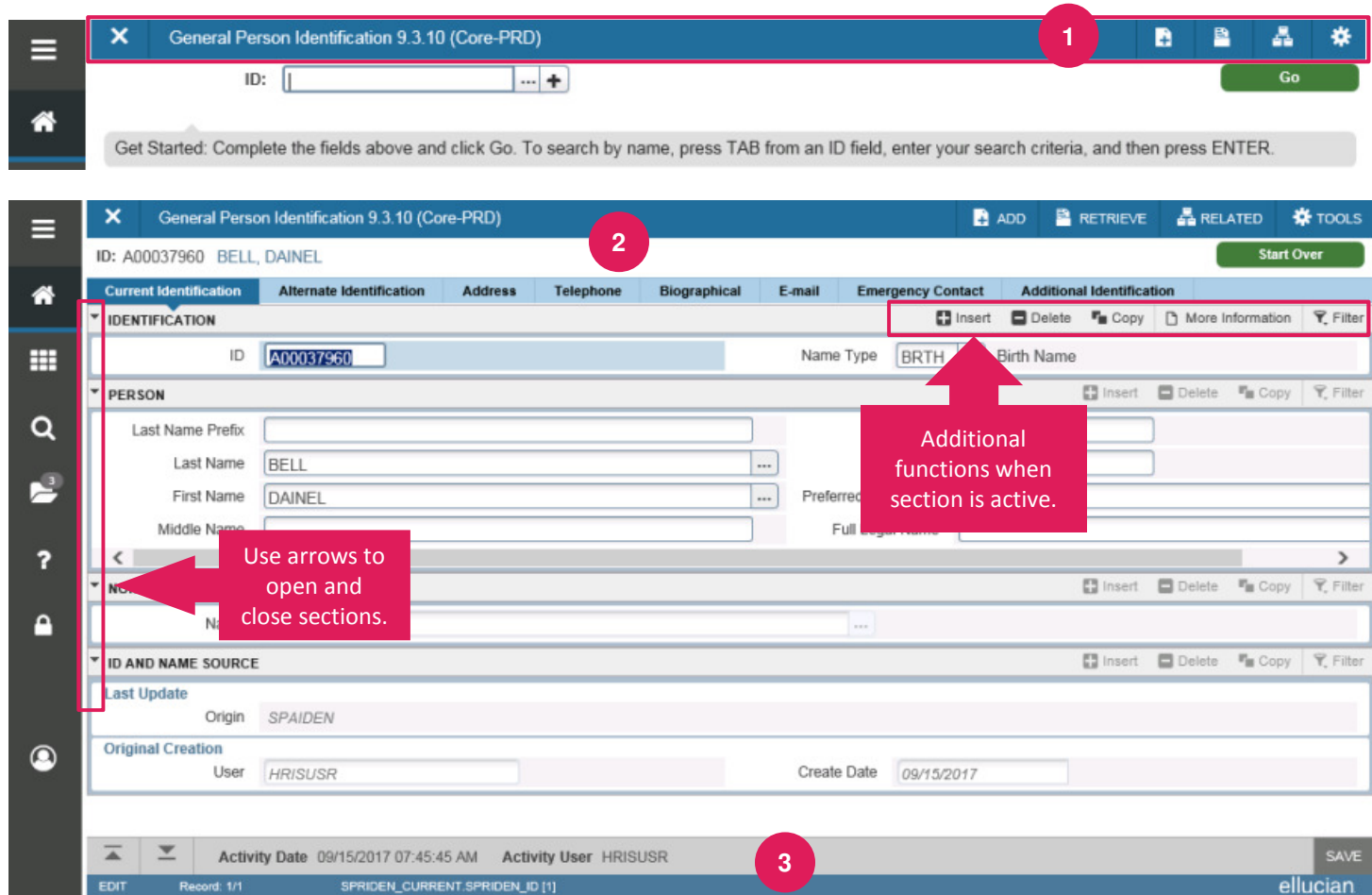
The page header provides easy access to key functions including:

- **X** icon: Close the page
- **ADD / RETRIEVE** icons: Used with Banner Document Management.
- **RELATED** icon: Displays a list of pages related to the open page. Select from the list or **Search** for a specific page.
- **TOOLS** icon: Perform standard actions and options for the page currently displayed (formerly the **Options** menu in Banner 8.)

2) Page Elements

The key block collapses and **Go** is replaced with **Start Over** (formerly **Rollback** in Banner 8).

- **Tabs**: Organize information by content area. Tabs are active unless grayed out.
- **Sections**: Known as blocks in Banner 8, sections (denoted by gray bars) provide details about the ID/Code in the key block. When active, actions such as **Insert**, **Delete**, **Copy**, and **Filter** can be performed. *Note: If Supplemental Data Engine is enabled, a **More Information** icon displays.*



3) Page Footer

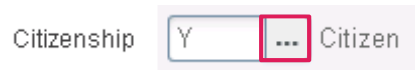
The page footer provides access to additional navigation tools and information.

- **Next Section / Previous Section** icons: Known as **Previous Block** or **Next Block** in Banner 8, use these icons to move between sections or tabs on a page.
- **Save** icon: A major difference between Banner 8 and Banner 9, the **Save** button is located at the bottom of the page.
- **Record Count**: Indicates the number of records displayed.
- **Table/Field Name**: Displays at the very bottom of the page for quick reference.

Performing a Lookup

The **Lookup** icon allows you to quickly search for a value for a field. Note that not all fields have **Lookup** icons.

1. Click the **Lookup** icon in the selected field.



2. A list of values displays. To narrow the results, type a value in the **Criteria** field, then press **Enter**.
3. To return a value to the selected field, highlight the correct value and click **OK**. Or, double-click on the correct value to return it to the field.

Citizen Type Validation (STVCITZ)

Criteria

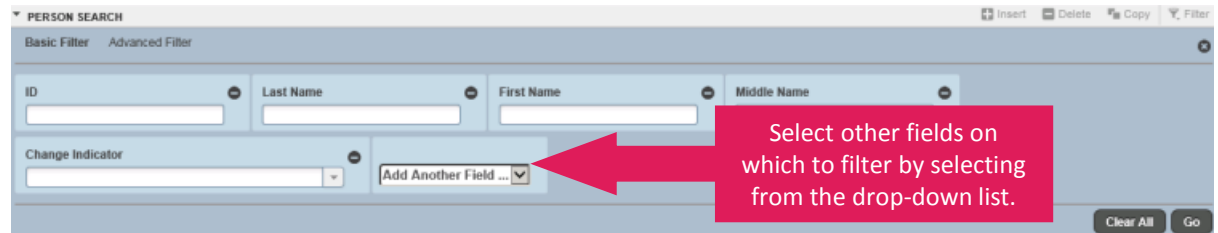
Code	Desc	Citizen
EL	Eligible Citizenxxxxxxxxxxxx	N
N	Non-Citizen	N
NR	Nonresident Alien	N
RA	Resident Alien	N
WW	Worldwide	N
Y	Citizen	Y

Filtering Data

You can query data in a section by clicking the active **Filter** icon in the section header. Note that in some cases, when you click the **Lookup** icon, you will be presented with the Filter window as well. There are two filter types: Basic and Advanced.

Basic Filter (default): Use the **Basic Filter** to specify search criteria using pre-defined search fields.

1. In the fields that display, enter or select a value for each field on which you want to search. *To return all records in the system, just click **Go** without entering any filter criteria. You may add basic operators when entering data in text fields (see below).*
2. Click **Go** to display the results.
3. Click the **Filter Again** button (on the **Search Results** window) to further refine your search.



Notes

- Remove search fields by clicking the **Minus Sign** icon associated with the field or click the **Clear All** button.
- Add search fields by selecting from the **Add Another Field** drop-down list.
- Add operators, or wildcards, when entering values into text fields. If you enter operators here and click the **Advanced Filter** link, the operators are retained. This works in reverse as well: Enter operators on the **Advanced Filter** window and click the **Basic Filter** link and all operators are retained.

Sample Operator Conventions

Basic Operator	Advanced Operator
%D%	Contains
D%	Starts with
%D	Ends with

Filtering Data, continued

Advanced Filter: Use the **Advanced Filter** to specify filter data using SQ type operators.

- For each field on which you want to search, click the **Operator** drop-down arrow and select the appropriate operator. *The available operators depend on the type of field selected (numeric, alphanumeric, date, check box, or other).*
- Enter a value for the field you selected (in the blank field to the right of the **Operator** field).
- Repeat steps 1 – 3 until all filter criteria are entered.
- Click **Go** to display the results.
- Click the **Filter Again** button (on the **Search Results** window) to refine your search results.

The screenshot shows the 'Advanced Filter' interface. It has a tabbed view with 'Basic Filter' and 'Advanced Filter' selected. Below the tabs is a list of filter criteria. Each criterion consists of a field name in a dropdown, an operator in a dropdown (all set to 'Equals'), and a text input field. The fields listed are ID, Last Name, First Name, Middle Name, and Change Indicator. At the bottom left is an 'Add Another Field ...' dropdown. At the bottom right are 'Clear All' and 'Go' buttons. Two red callout boxes with white text and arrows point to the operator dropdowns and the 'Add Another Field' dropdown, respectively.

Notes

- Remove search fields by clicking the **Minus Sign** icon associated with the field or click the **Clear All** button.
- Add search fields by selecting from the **Add Another Field** drop-down list.
- If you enter operators here and click the **Basic Filter** link, the operators are retained. This works in reverse as well.

Searching for an Person

Provided you know the name of the person, there is another person search option.

- Click in the **ID** field and press **Tab** on your keyboard.
- In the blank field that displays, enter the person's last name. Press **Tab** again.
- The **ID and Name Extended Search** window displays. *You can narrow your search results by entering additional information in the fields provided.*
- Click the **Press to See Results** button.
- Select the correct record, then click **OK**.

The screenshot shows the 'ID and Name Extended Search' window. It has a blue header. Below the header is a 'Search Detail' section with two buttons: 'Press To See Results' and 'Person Search Detail'. To the right of these buttons is a 'Person/Non-Person Count' of 5 and two more buttons: 'Non-Person Search Detail'. Below this is a 'Reduce Search By' section with radio buttons for 'Person', 'Non-Person', and 'Both' (selected). There are several text input fields for 'City', 'State or Province', 'ZIP or Postal Code', 'Name Type', 'Birth Date', and 'Gender'. At the bottom, there are two instructions: 'Press Enter Query or select button to clear search.' and 'Enter search criteria then press Execute Query or select button to reduce search.' with small icons.