bannerhotline@odu.edu

itshelp@odu.edu OR683 3192

Banner organizes its data into Forms. All data is entered, maintained, edited, and queried within forms. Generally each

Banner XE is a web-based system which requires an active internet connection. Below will offer step-by-step instructions for how to log in and out of Banner. And as always, contact the Banner Hotline with any banner-related questions at

In Banner INB, we categorized and search for forms by their 7-letter Form Name. WeF1 8J.goe-

Once you begin your search, a menu list will pop up below the Search Block with all forms that meet your search criteria. Smply select the appropriate form from the menu and you will be redirected to that form.

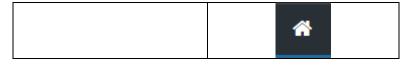


HELPFUL TIPS & TRICKS:

It is not necessary to search for these forms in You may also press ENTER to proceed to the form. , though CAPS is the standard in Banner.

```
Upon completing your work within your originally selected form, simply dick the to be redirected to the home screen so you may search for another form.
```

Icon at the top of the screen



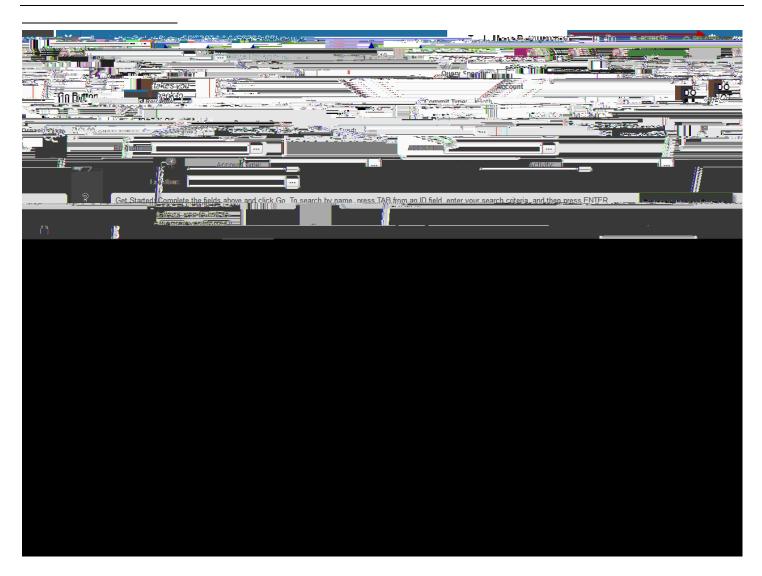
Upon selecting the , there are further menu item options you may select to help you navigate through forms. For further explanation, see the table below.

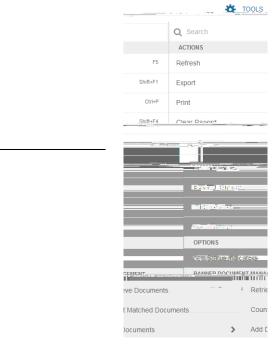
			You may use this block to search for a function housed within the Tools menu (i.e.: Print, Export, etc.).
I	Refresh	F5	Acts the same as the Start Over button listed above. Will take you back
	Export	Shift+F1	
	Print	Ctrl+P	
	Clear Record	Shift+F4	
	Clear Data	Shift+F5	
	Item Properties		
	Retrieve Documents	Alt+R	
	-11 Bankena <u>er</u>		
	View Status Indicat	tors	

About Banner

HELPFUL TIPS & TRICKS:

You will also notice keyboard shortcuts (.) listed next to some menu items. You may use these keyboard shortcuts in place of the relevant Tool menu items when working within Banner Forms. The menu items may change depending on the form you are viewing and/or working in, however those mentioned in the table above are seen within most forms. A reference video is available online for Basic Navigation and Features: <u>http://odu.edu/facultystaff/university-</u>





Banner has many useful tools to allow navigation to become as easy as possible. One of these tools is the My Banner Personal Menu, which is a personalized menu containing forms which you use most frequently. You may add or delete forms for your Personal Menu anytime. As always contact the Banner Hotline with any banner-related questions at <u>bannerhotline@odu.edu</u>.

To add a form to your Personal Menu, locate the form on the list and double-click it. The select the button to add it to your Personal Menu.

Hit the Button at the bottom left of the screen and return to the ODU Home Screen to view your Personal Menu.

HELPFUL TIPS & TRICKS: You may

Your Personal Menu will appear on the ODU Home Screen. Click the and then select My Banner. Your list will be viewable, and you may click a form from this list and be redirected automatically.

HELPFUL TIPS & TRICKS:

Only use the

and

buttons on the GUAPMNU Form.

Banner is an internet-based Administrative System used by many universities to help manage many different aspects of secure university information, to include student information, financial reporting and budget information, staff and faculty records, etc.

information to various departments who are in need while remaining secure and maintaining confidentially. We have strict standards for use, and access is only granted to those individuals for whom their job requires access to view, input, and/or edit Banner data. Those individuals will receive access to the forms necessary to perform their job functions.

You are only able to see forms that are relevant to your department and daily job requirements. You will generally not have unlimited access to view all of the forms within Banner.

You may request Banner access through the Universal Account Request Form, found on the ITS website: <u>https://www.odu.edu/ts/access/monarchkey/online-account</u>

There are different levels of Banner access, some of which you will not be granted access to. Your Budget Unit Director must approve your request to gain access to these forms. More information may be found below: Banner Finance access: <u>https://www.odu.edu/facultystaff/university-business/banner/finance</u> Banner Financial Aid access: <u>https://www.odu.edu/facultystaff/university-business/banner/financialaid</u> General Student Banner access: <u>https://www.odu.edu/facultystaff/university-business/banner/student</u>

Head to <u>banner.odu.edu</u> and enter your Midas ID and password to log into Banner. For further step-by-step explanation, consult the handout located on the Office of Finance website Banner Basics Training page: http://odu.edu/facultystaff/training-development/banner-training/basics

e the latest version of Java

installed on your computer. For more information, contact ITSat: itshelp@odu.edu

Banner works with Internet Explorer, Mozilla Firefox, Chrome, and Safari!

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Now that we have upgraded to Banner XE, the interface will indeed work with you iPad! Contact ITS for assistance.

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