INTRODUCTION TO BANNER

Cabrini University
Office of Institutional Research & Effectiveness

CABRINI

TRAINING OBJECTIVES

Understand Banner security policy

Ability to access and sign into Banner

Navigate introductory Banner forms

Ability to find information located in Banner

BANNER DATA PRIVACY

Cabrini collects and maintains personal information from employees and students

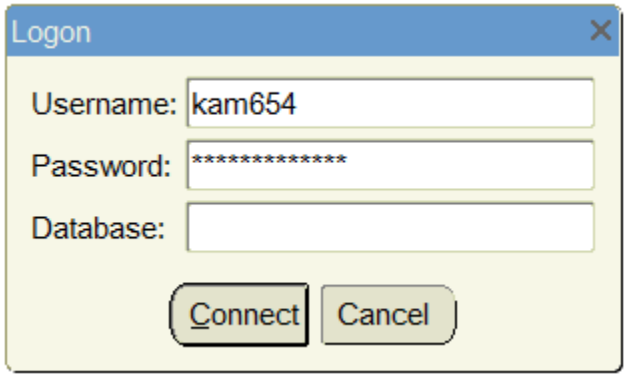
Cabrini employees have a shared responsibility to secure this data

Access and use of this data is governed by federal student privacy laws and state employee laws

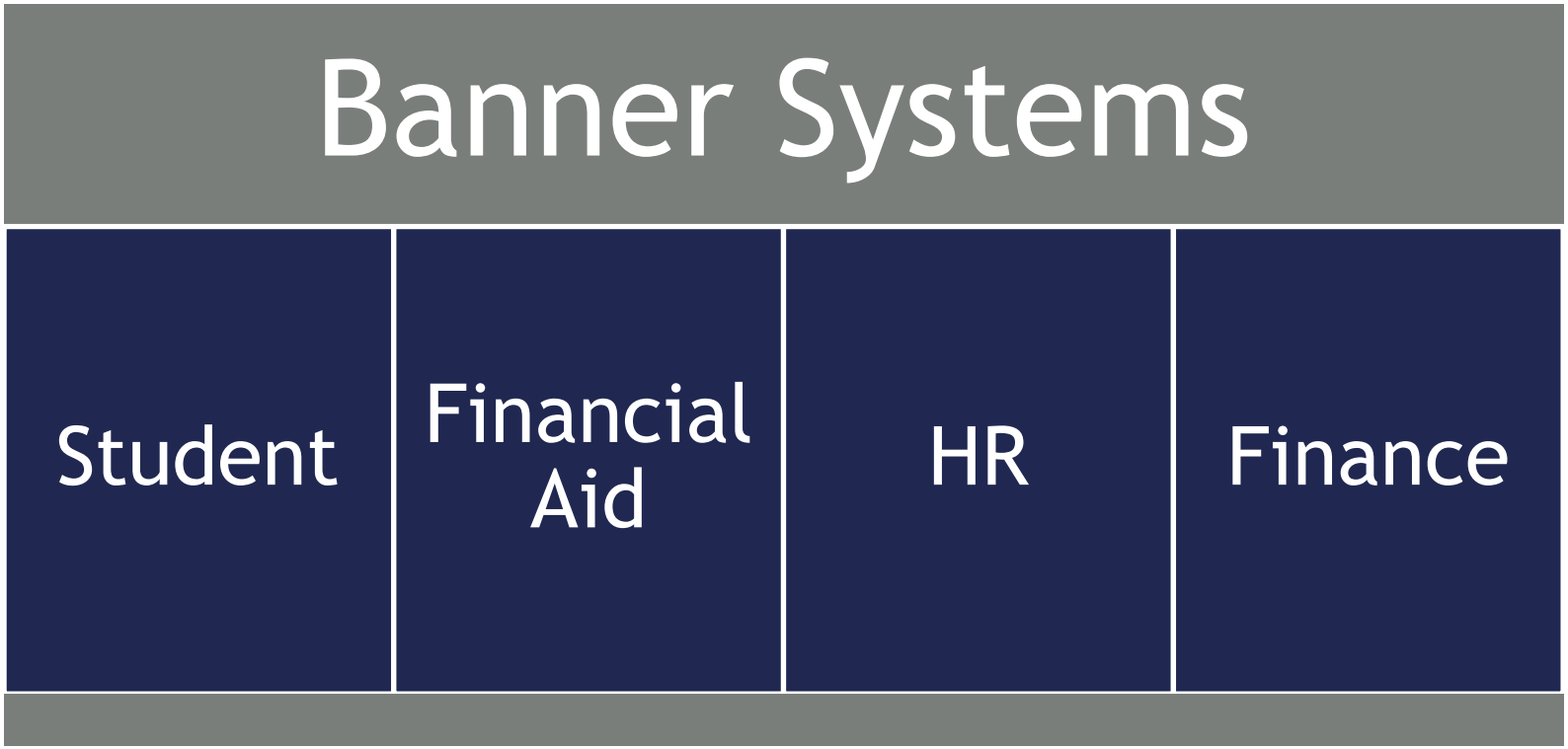
Users who mismanage this data can be held liable for security breaches

ACCESSING BANNER

- Banner Link: https://banner.cabrini.edu/
- Use Internet Explorer
- Enter username and password
- Leave database blank
- Click Connect
- Click NO to any security warnings



NAVIGATING BANNER



Training will only focus on the Student module

BANNER FORMS

Sections in Banner are called forms

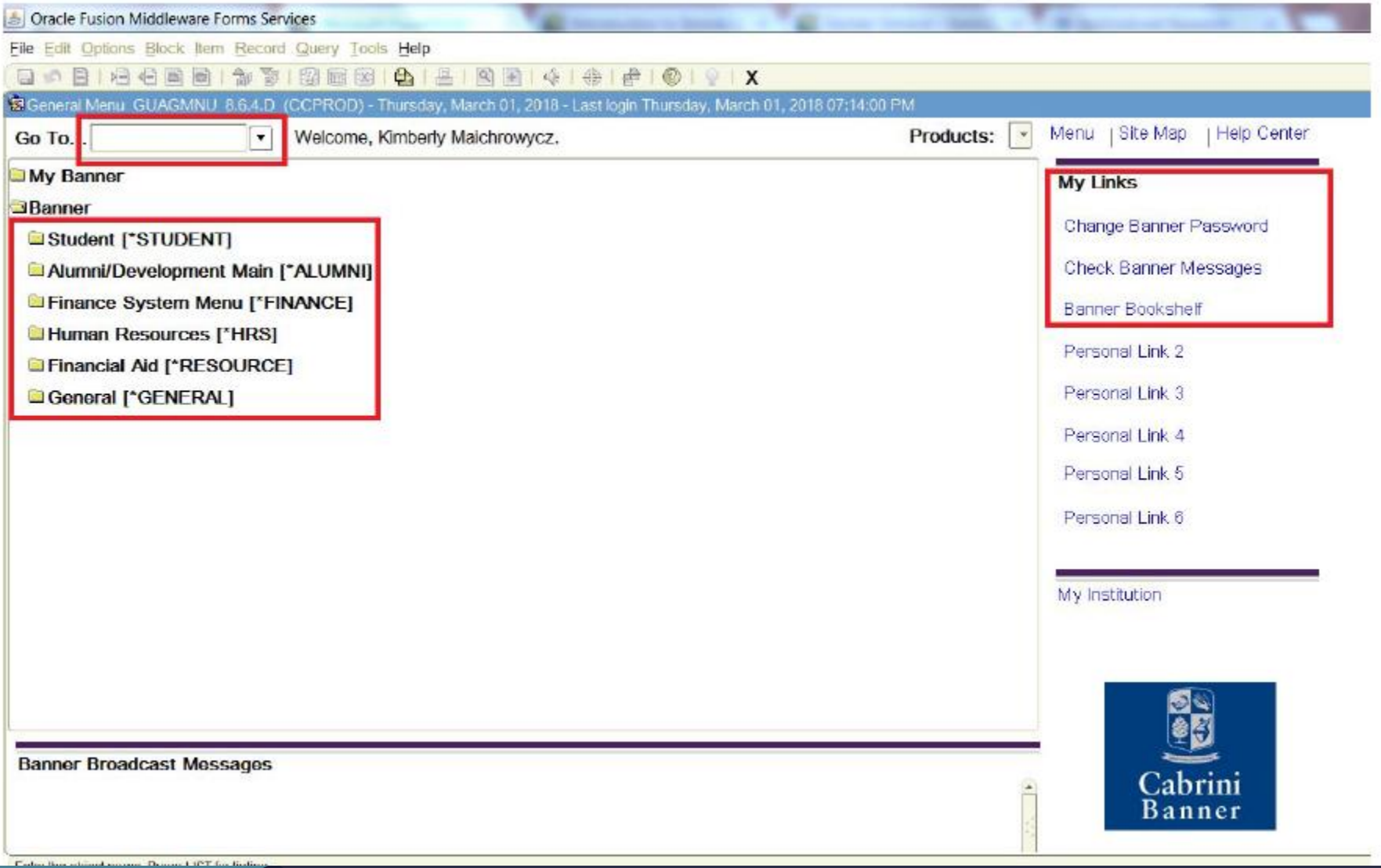
Each form has a unique name based on the following naming convention:

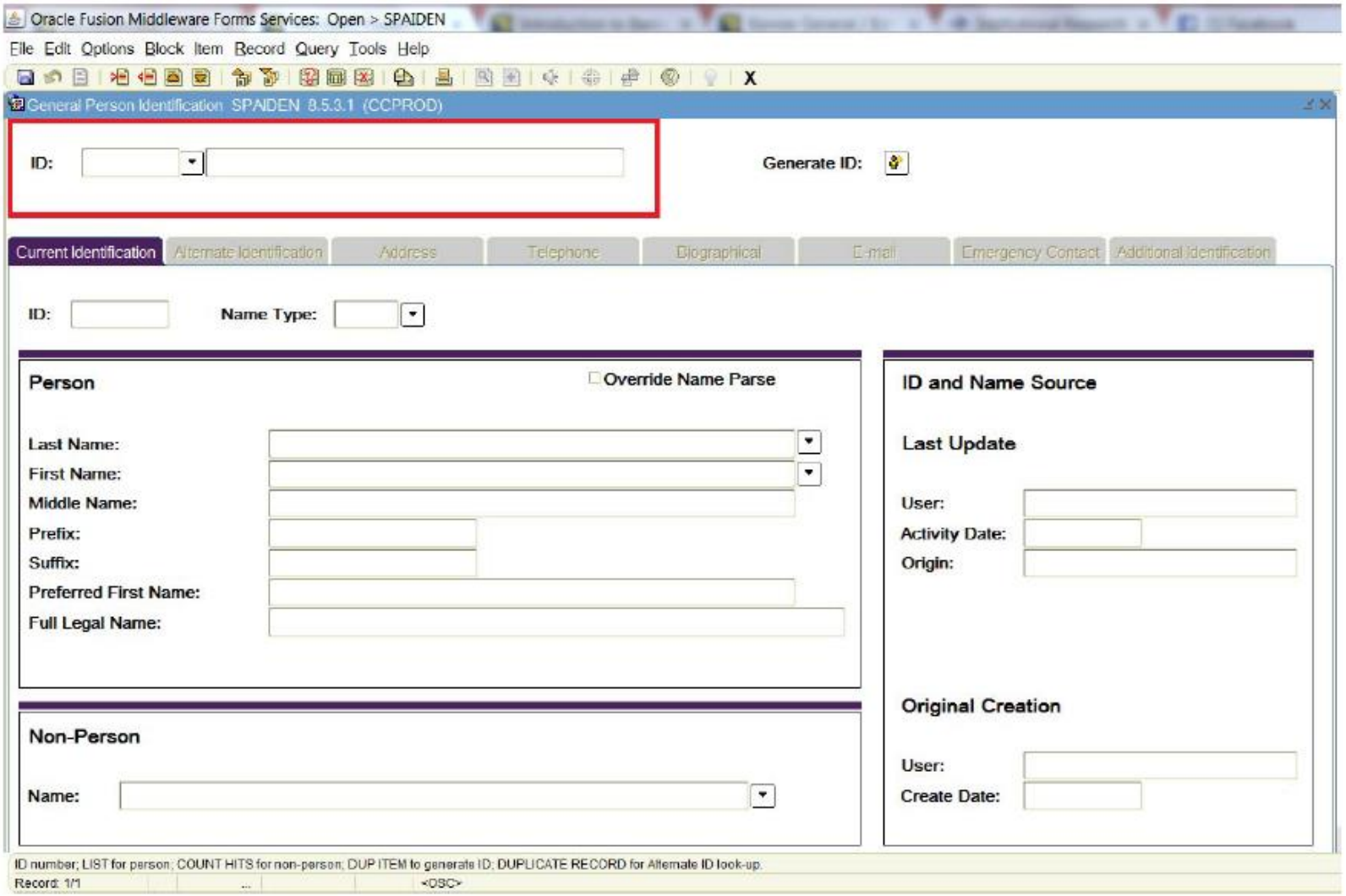
- System identifier (one or two characters)
- Module identifier (one character)
- Object type code (one character)
- Unique identifier (four characters)

Item Name	System	Module	Object Type	Unique Identifier
SPAIDEN	S- Student	P- Person	A- Application	IDEN- Identity

The module gives us a clue as to what type of information the form contains

BANNER MENU


Oracle Fusion Middleware Forms Services
File Edit Options Block Item Record Query Tools Help
General Menu GUAGMNU 8.6.4.D (CCPROD) - Thursday, March 01, 2018 - Last login Thursday, March 01, 2018 07:14:00 PM
Go To..
Welcome, Kimberly Malchrowycz.
Products:
Menu | Site Map | Help Center
My Banner
Banner
Student [*STUDENT]
Alumni/Development Main [*ALUMNI]
Finance System Menu [*FINANCE]
Human Resources [*HRS]
Financial Aid [*RESOURCE]
General [*GENERAL]
My Links
Change Banner Password
Check Banner Messages
Banner Bookshelf
Personal Link 2
Personal Link 3
Personal Link 4
Personal Link 5
Personal Link 6
My Institution
Banner Broadcast Messages
Cabrini
Banner



This is the only section users can modify. Used as a search feature. You may only change information in the key block when your cursor is in the block hit Tab to move from ID block.

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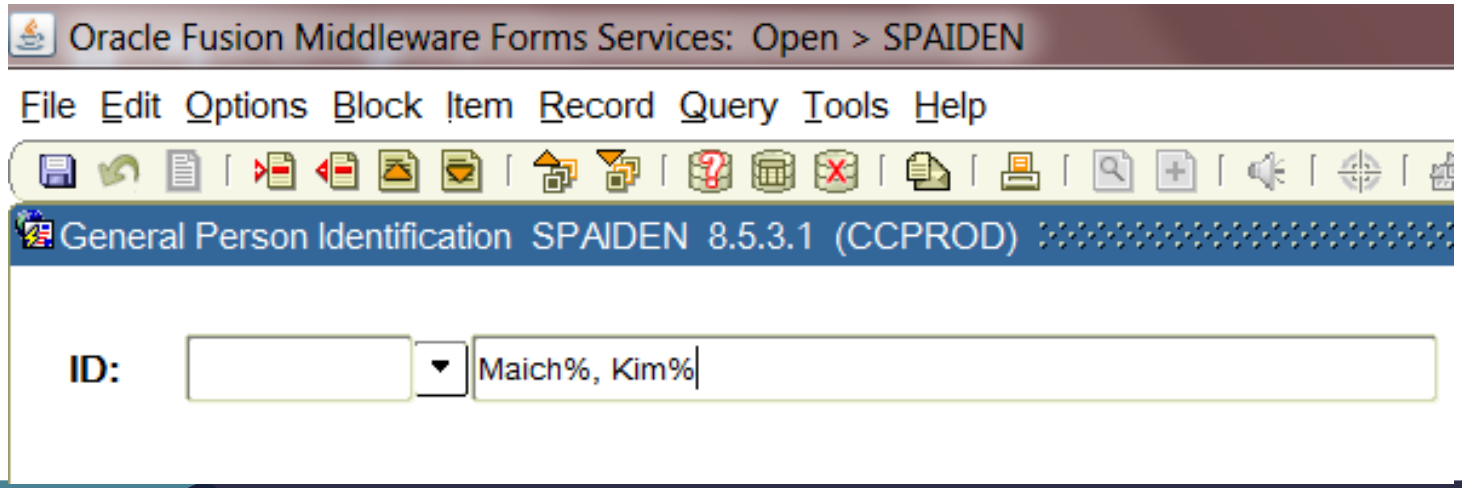
BANNER SEARCH

- If you are unsure of an ID number you can search by name
- A percent sign (%) can be used as a wildcard
- Tab over to the name block and enter as much information as you can to complete the search
- Press enter on the keyboard to execute search



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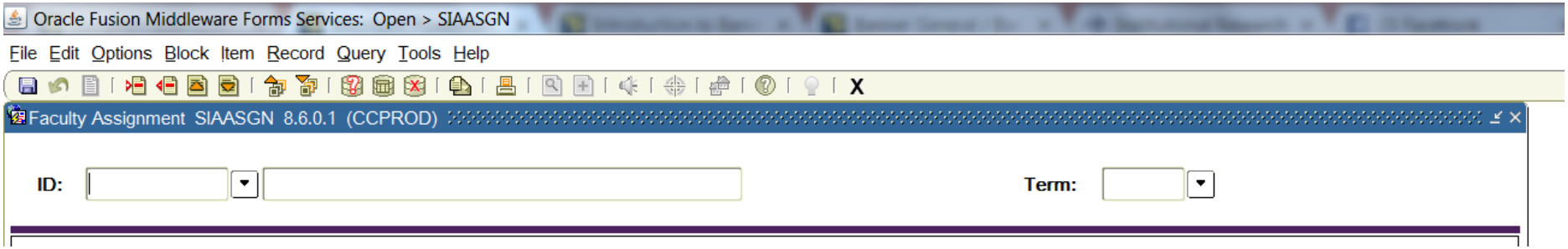
BANNER TERMS



Term = 4 digit academic start year + 2 digit term code

EXAMPLE: 201720

Term Code	Term Description
10	Fall Term
15	Winterim Term
20	Spring Term
30	Summer Term

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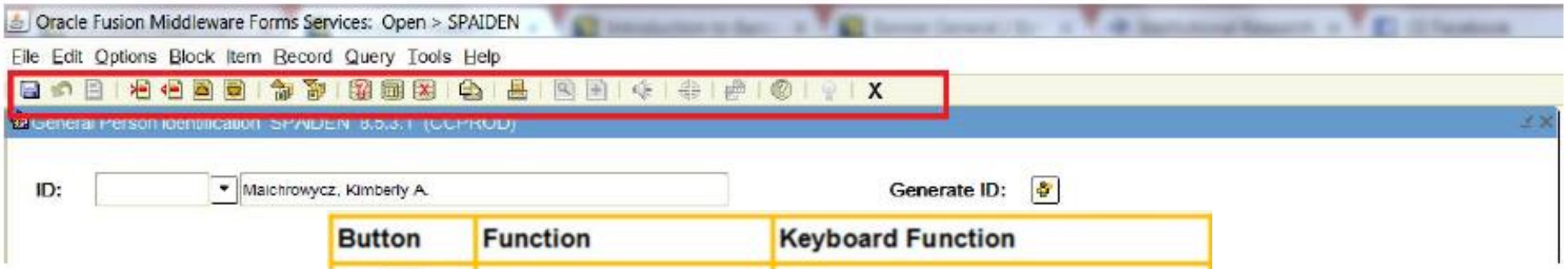
BANNER FUNCTIONS



Button	Function	Keyboard Function
	Save	F10
	Roll Back	Shift F7
	Select	Double Click (mouse)
	Insert Record	F6
	Remove Record	Shift F6
	Previous Record	Up Arrow key
	Next Record	Down Arrow key
	Previous Block	Ctrl Page Up
	Next Block	Ctrl Page Down
	Enter Query	F7
	Execute Query	F8
	Cancel Query	Will happen automatically when form is closed.
	View/Sent Message	Currently Unsupported
	Print	Shift F8

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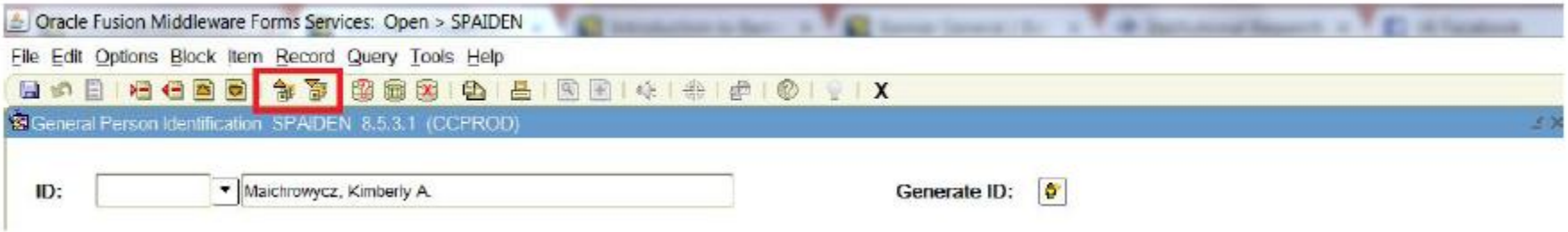
MOVING WITHIN BANNER FORMS



Previous Block and Next Block

- Next Block and Previous Block help you navigate in Banner Forms
- Each Banner Form is made up of Blocks and Fields
- Blocks are denoted by a gold band
- Fields are boxes where information is input and displayed

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INTRODUCTORY BANNER FORMS

SPAIDEN

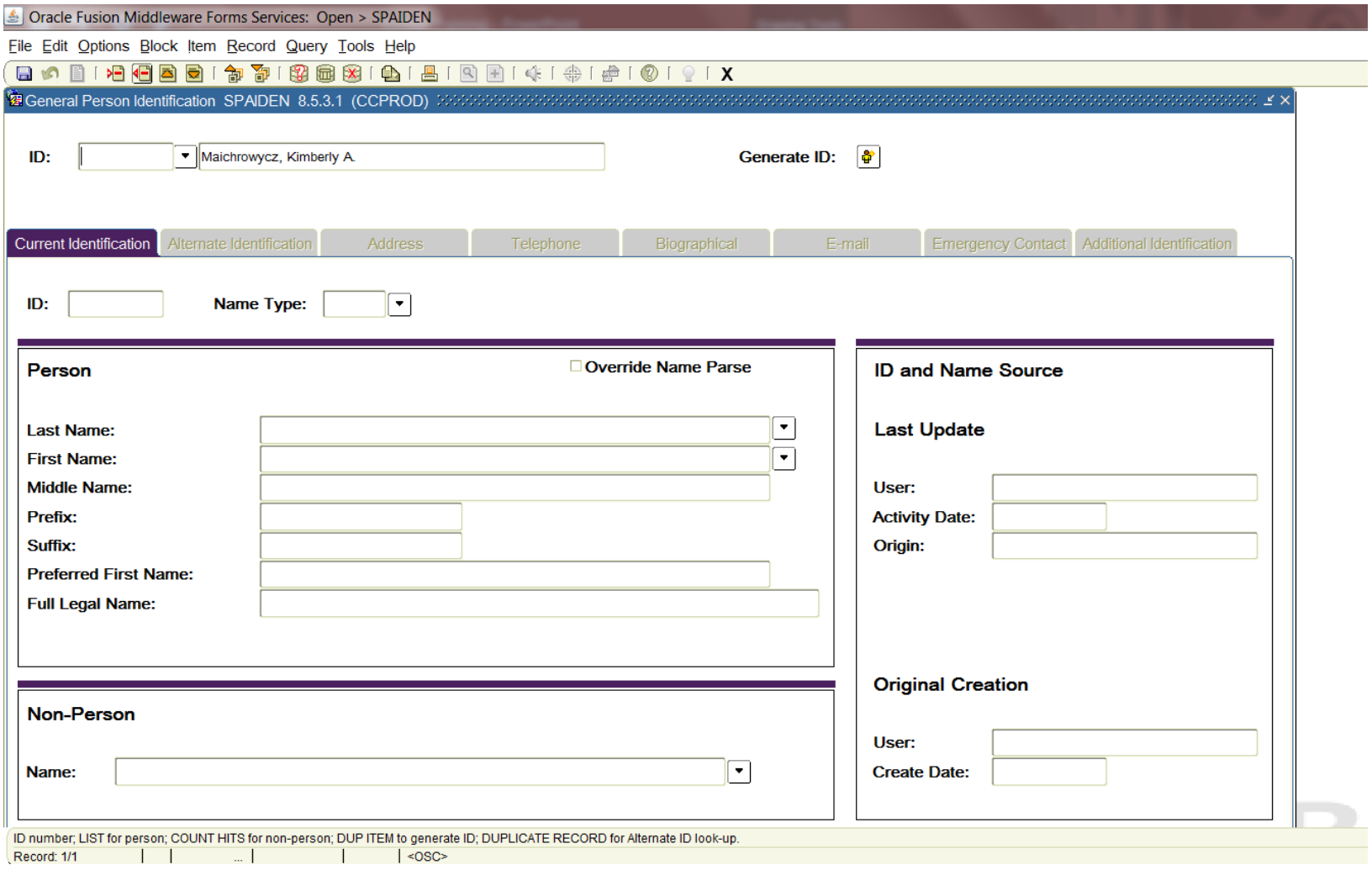
- General person identification
- Name, email, address, phone, etc.

SIAASGN

- Faculty courses taught per term
- Course, credits, course type, contract details

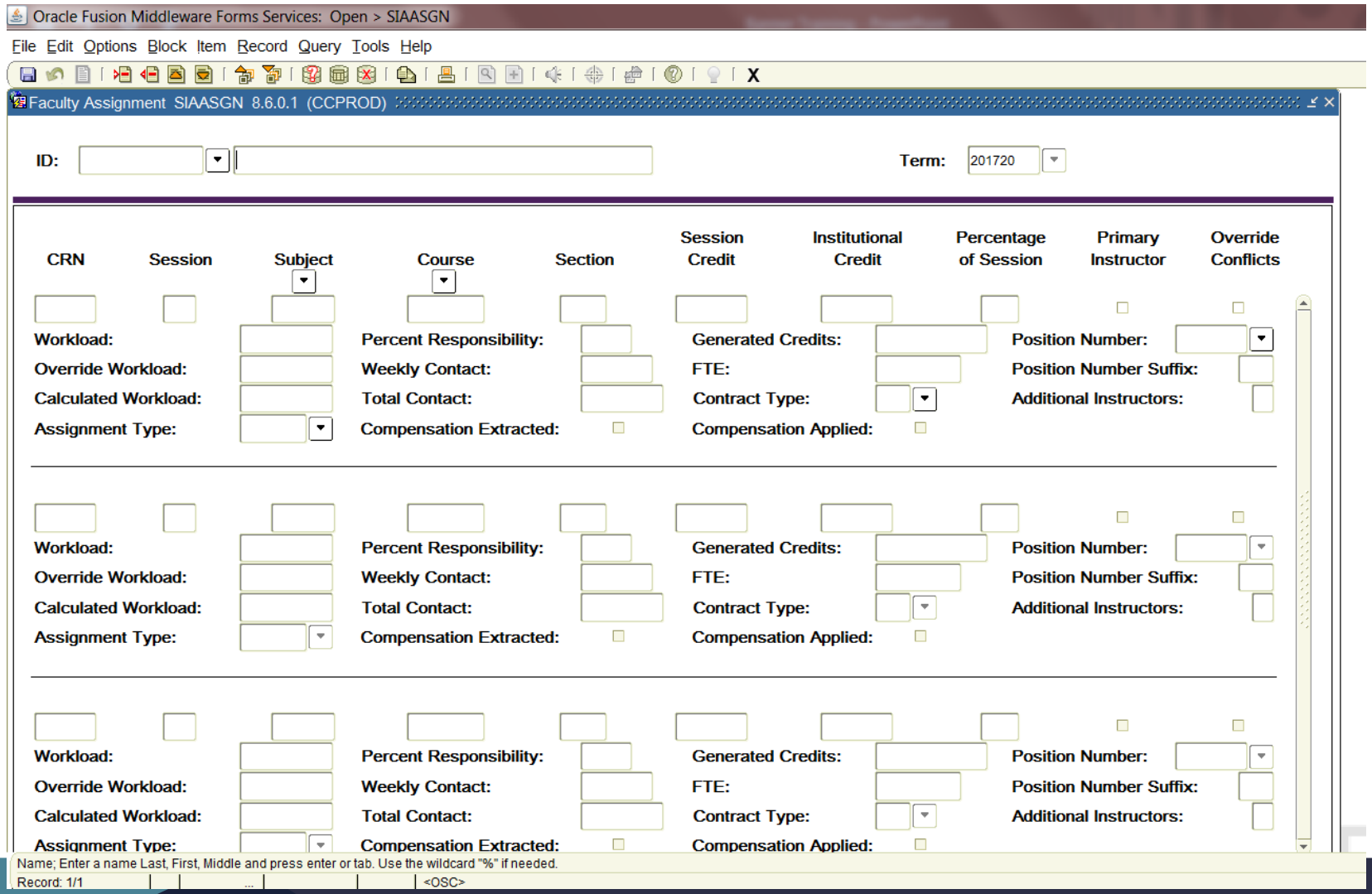
General Person Banner Form

SPAIDEN



Faculty Assignment Banner Form

SIAASGN



QUESTIONS

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