Banner 9 Navigation Basics

Logging in to Banner 9 Admin Pages

- Open your web browser and navigate to the Secure Enclave at <u>https://secureapps.ccsu.edu</u>.
- 2. Click on the Continue button.
- 3. At the Office 365 Sign in screen, enter your CCSU email address and password, then authenticate using Microsoft MFA.
- 4. Click on the Secure Apps Desktop icon to access the Citrix Secure Apps Desktop.
- 5. Double-click the Banner 9 Admin Pages icon from the Desktop.
- 6. If prompted, enter your CCSU email address and password.
- 7. The Banner Welcome screen/main menu will open.



Banner Welcome Screen:

The Banner Welcome Screen is the main menu for Banner. From here, use the large Search field to search for pages/forms by 7-character name or by description.



The menu panel on the left is visible from all pages/forms and gives you access to various functions:

- 1. Toggle Menu expand or collapse the menu panel.
- 2. **Dashboard** return to the dashboard/welcome screen from any form.
- 3. **Applications** access the full Banner pages/forms menu and your My Banner menu (a menu that you set up to include the pages/forms that you use most often).
- 4. **Search** search for pages/forms by typing a form name or form description and pressing Enter.
- 5. **Recently Opened** access pages/forms you used in the current Banner session.

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Banner Pages/Forms

This is an example of a Banner 9 Page/Form. Below is a description of each part of the page/form.

| X General Per | son Identification SPAIDE | N 9.3.10 (TF | NG0531) | | | | | ADD | | 嚞 RELA | TED 🏶 | TOOLS |
|------------------------------------|--------------------------------|--------------|-----------|--------------|--------|----------------------|---------------|---------------|----------|----------|--------|----------|
| ID: 30232435 TEST, TEST | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| Act | ivity Date 04/13/2004 02:16:14 | PM | | | | | | | | | | SAVE |

1. **Key Block and Page Header** – when you first access a page/form, only the Key Block will be visible. Enter key information such as Banner ID, term, course information and then click the Go button. To perform a name search, press the TAB key from the ID field to show the name field.



2. Tabs – each tab represents a screen of information. Click the tabs or use the Next Section/Previous

| Secti | on EDIT | ≚ butto | ons at | the b | ottom | left | of the scr | een to navi | igate throug | h the ta | abs. | | |
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| | ID | 30232435 | | | | | | Name Type | | | | | |

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| K ◀ 1 | of 12 > > to move between records. | | |
|--------------------|---|------------------|----------------|
| Officer Line 2 | Information recimology of tes | Extension | |
| Street Line 3 | Henry Barnard 034 | Inact | tivate Address |
| | | Source | |
| City | New Britain | Delivery Point | |
| State or Province | CT Connecticut | Correction Digit | |
| ZIP or Postal Code | 06050 | Carrier Route | |
| 🕅 🛋 🔳 of 12 🕨 | Per Page | | Record 1 of 12 |

4. **Related** – use the Related button to view and access other pages/forms related to the current form.



5. **Tools** - use the Tools button to access functions such as Print, Export, Clear Data.

| à A | DD 🖺 RETRIEVE | RELATED | 🌣 TOOLS |
|-------|------------------|---------|----------|
| | Q Search | | A |
| | ACTIONS | | |
| | Refresh | | F5 |
| | Export | | Shift+F1 |
| ull T | Print | | Ctrl+P |
| | Clear Record | | Shift+F4 |
| | Clear Data | | Shift+F5 |
| | Item Properties | | |
| | Display ID Image | | |
| | Exit Quickflow | | |
| pe | About Banner | | |

- 6. Start Over use this to return to the Key Block.
- Insert/Delete/Copy on pages/forms where you have modify access, use these buttons to insert, delete or copy records.
- 8. Filter used to filter records on query pages/forms.
- 9. **Save** on pages/forms where you have modify access, use the Save button (located at the bottom right of the page/form) to save your changes.

| | _ | Activity Date 04/13 | 2004 02:16:14 PM | SAVE | | | | |
|------|----------|---------------------|--------------------------------|----------|--|--|--|--|
| EDIT | Re | ecord: 1/1 | SPRIDEN_CURRENT.SPRIDEN_ID [1] | ellucian | | | | |

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