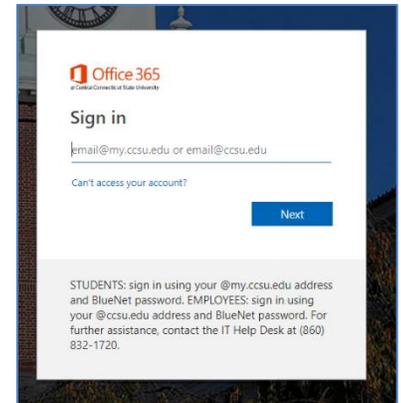


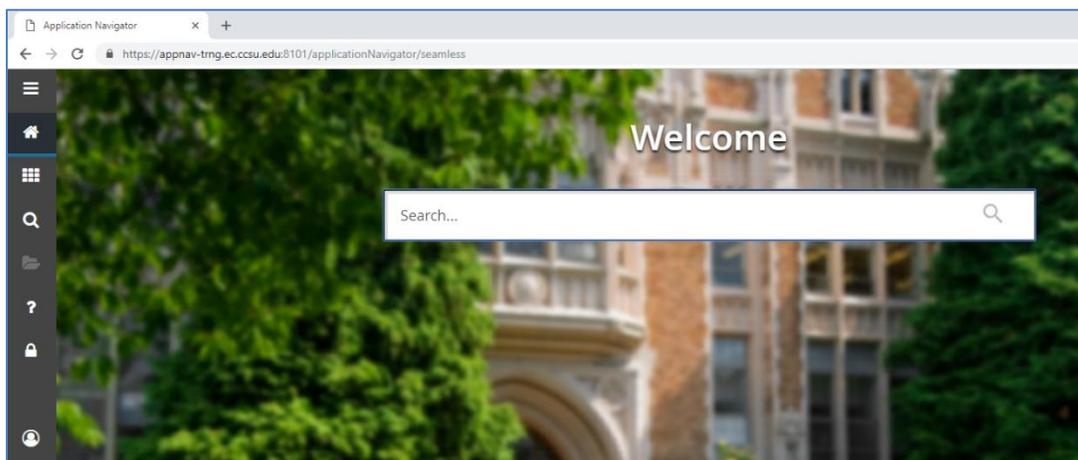
## Logging in to Banner 9 Admin Pages

1. Open your web browser and navigate to the Secure Enclave at <https://secureapps.ccsu.edu>.
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.

6. **Help**  - view online help.
7. **Sign Out**  – exit Banner.
8. **User**  - hover your mouse over this to see the user currently logged in to Banner.

## Banner Pages/Forms

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

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

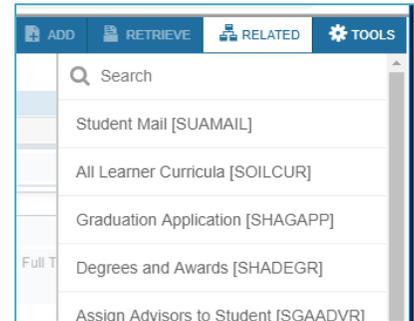
Section  buttons at the bottom left of the screen to navigate through the tabs.

- Records** – within each tab, there may be multiple records. Use the Record Navigator

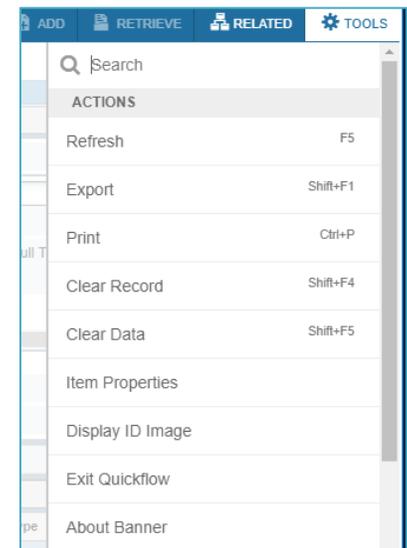


to move between records.

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



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



- 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.
- Filter** – used to filter records on query pages/forms.
- 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.

