



Banner Navigation

University of Georgia
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Logging in

Steps for logging in

1. Log in to the VPN with your ArchPass via Cisco AnyConnect Secure Mobility Client.
2. Open an internet browser and enter the following address into the URL bar:
<https://sis-inb-prod.uga.edu/>.
3. Click the Banner [PROD] link.



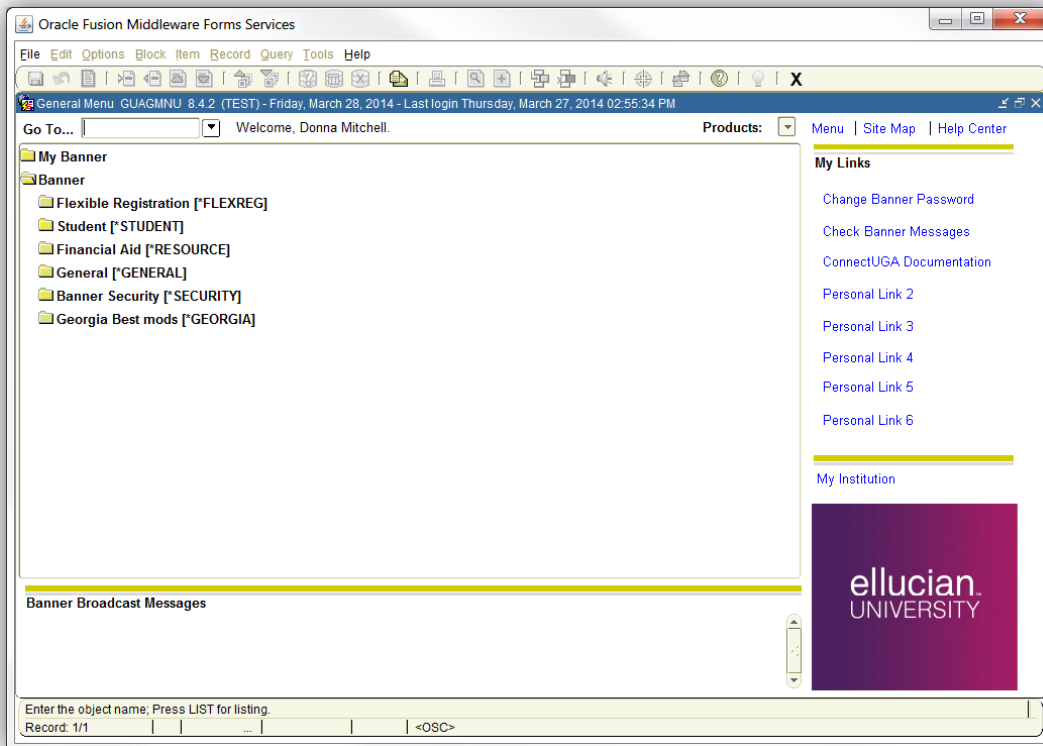
4. The UGA Central Authentication Service (CAS) page will be displayed.
5. Enter your MYID and MYID password and click to access the Banner Main Menu.

A screenshot of the UGA Central Authentication Service (CAS) login page. The page has a white background with a thin border. At the top, it says "Enter your UGA MyID and Password". Below this, there are two input fields: "Your UGA MyID:" and "Password:". At the bottom of the form, there is a blue "Log in" button. Below the button, there is a link that says "Forgot your password? n".

Banner Main Menu

Navigation can be achieved via various methods. The “Go To...” box in the Title Bar allows the fastest and easiest form of navigation. If you know the form name (i.e. SPAIDEN, SGASADD), you can type it directly in the box and hit enter to open the specific form.

You may also choose to navigate by opening an individual folder (i.e. Student or Resource) and then the subsequent folders within (i.e. General Person or General Student) until you locate your form you are looking for.

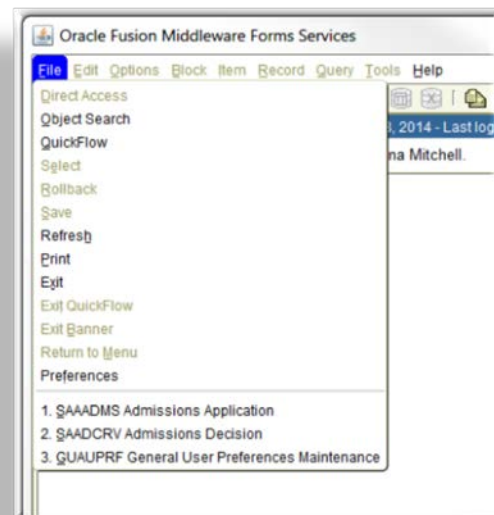


Preferences

It is often helpful for the seven letter form name (i.e. SPAIDEN, SGASADD) to appear out beside the title of the form. For example, in the screen shot below, the form names are listed in brackets. This is a preference that Banner does not automatically display.

Steps for setting up preferences

1. Click File > Preference.
2. Click the Display Form Name Menu button.
3. Save your changes by clicking the Save icon, clicking File > Save, or pressing F10.
4. To see your changes, log out then log back into Banner

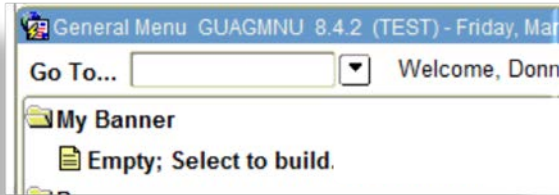


My Banner

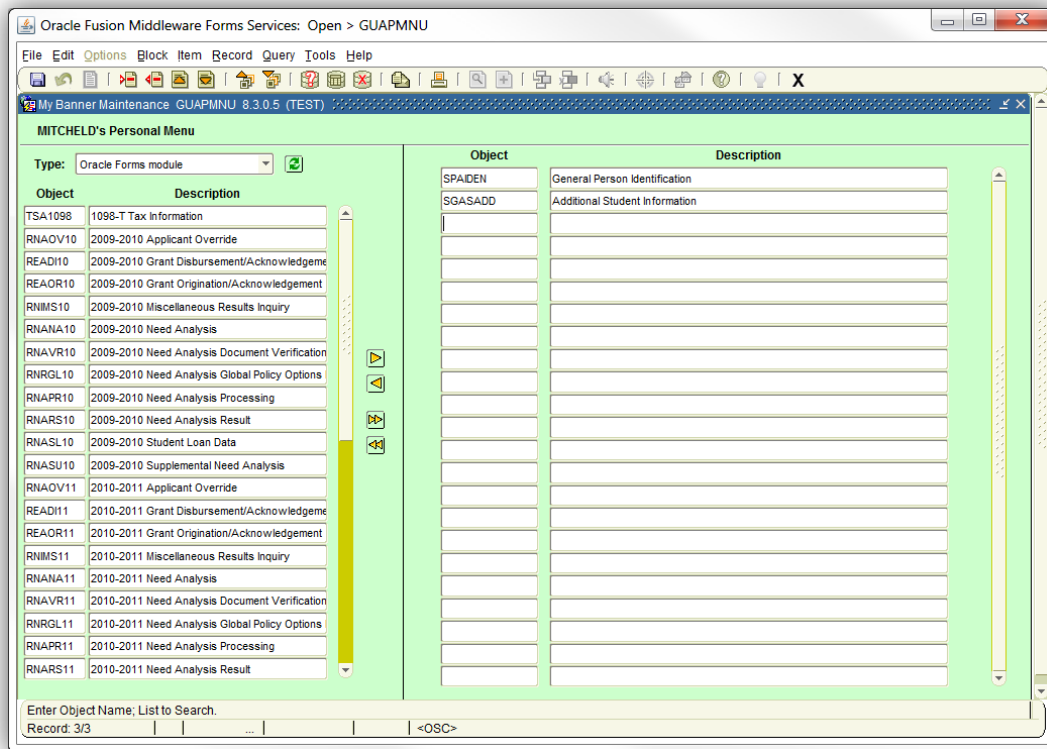
My Banner allows you to create an easy to access personal menu of forms, jobs, reports, and menus.

Steps for adding a personal menu

1. Click the My Banner folder and select Empty: Select to build.

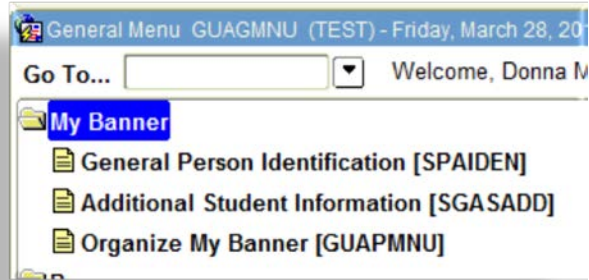


2. Click into a blank Object field and type in a form name; tab. Repeat as necessary.



3. Save your changes by clicking the Save icon, clicking File > Save, or pressing F10.

4. To see your changes under My Banner on the Banner Main Menu, log out then log back into Banner.



5. To make changes to My Banner, open the folder and click Organize My Banner.

Basic Navigation

Navigation in Banner is done by clicking an icon, selecting an option from the Menu Bar, or by using a keyboard shortcut.

Navigation Bar



Navigation Legend

Reference Number	Icon	Menu Bar	Shortcut Key	Reference Number	Icon	Menu Bar	Shortcut Key
1	Save	File > Save	F10	6	Previous Record	Record > Previous	PageUp
2	Rollback	File > Rollback	Shift + F7	7	Next Record	Record > Next	PageDown
3	Select	File > Select	Shift + F3	8	Previous Block	Block > Previous	Ctrl + PageUp
4	Insert Record	Record > Insert	F6	9	Next Block	Block > Next	Ctrl + PageDown
5	Remove Record	Record > Remove	Shift + F6	10	Exit	File > Exit	Ctrl + Q

1. Save: Banner requires you to save often. A good rule of thumb is to save before moving into a different block.

2. Rollback: Clears all information and returns your cursor to the first enterable field.

3. Select: To select an item (810 number, CRN, etc.) you may use the select button or double click in the field.

4. Insert Record: Used to insert a new record in a form when all records within a block are filled.

5. Remove Record: Once a record has been saved, remove record is used to delete the record.

6. Previous Record: Used to move to the previous record within the detail block. Does not move to the key block.

7. Next Record: Used to move to the next record within the detail block. Does not move from the key block.

8. Previous Block: To move backwards within a form, or to move your cursor back to the Key Block, you will use Previous Block.

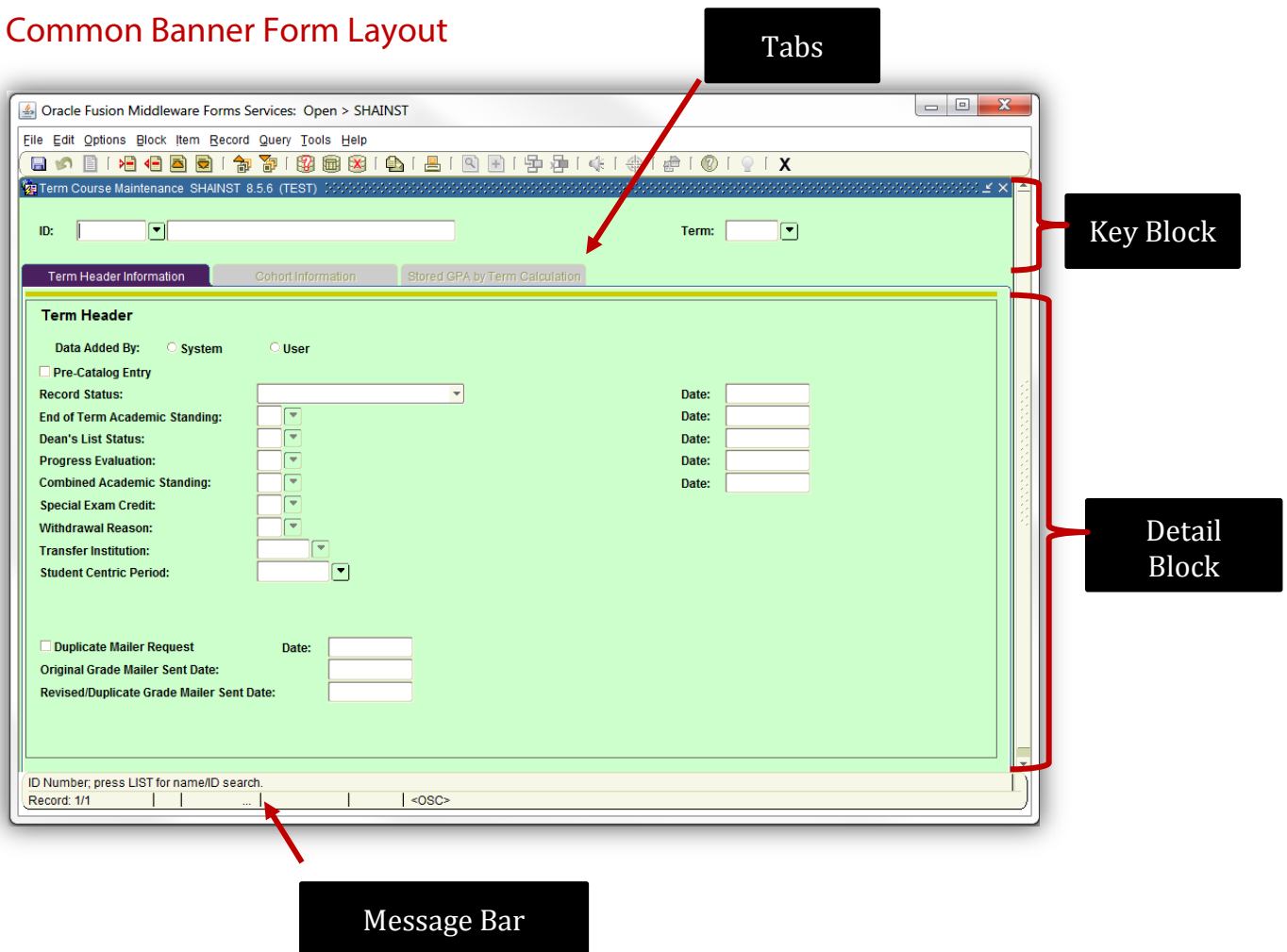
9. Next Block: To move from the Key Block to the Detail Block, you will use Next Block.

10. Exit: If you would like to exit a form or query, you may do so by clicking the "X". Just make sure you select the "X" within Banner, not the one for your browser.

Parts of a Form

Banner consists of a series of forms where information is entered and/or viewed. The form types used for scheduling are application forms (used to enter, update, and query information) and query forms (used to search for information). These forms may contain tabs and/or be sub-divided into individual blocks. They all have a Message Bar at the bottom. Check the Message Bar for information such as field descriptions, error messages, and processing messages.

Common Banner Form Layout



Records

Active Records

The active record of a form is highlighted.

Permit	CRN	Subject	Course Number	Section	User	Activity Date
PREREQ		EDIT	4000		MITCHELD	28-FEB-2014
PREREQ		PHYS	1111		MITCHELD	28-FEB-2014

Insert a Record

To insert another record of data to the form, do one of the following:

- Click the Insert Record icon
- Click Record > Insert
- Press F6
- Press the down arrow key

The new record will be highlighted.

Remove a Record

To remove a record of data on a form, do one of the following:

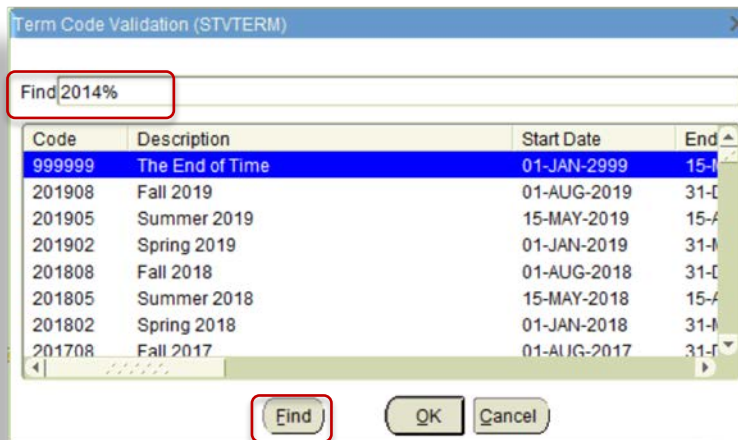
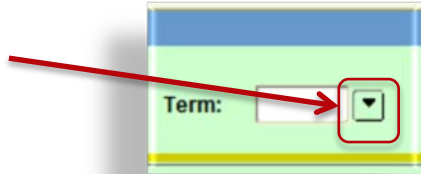
- Click the Remove Record icon
- Click Record > Remove
- Press Shift + F6

Searching for a Term

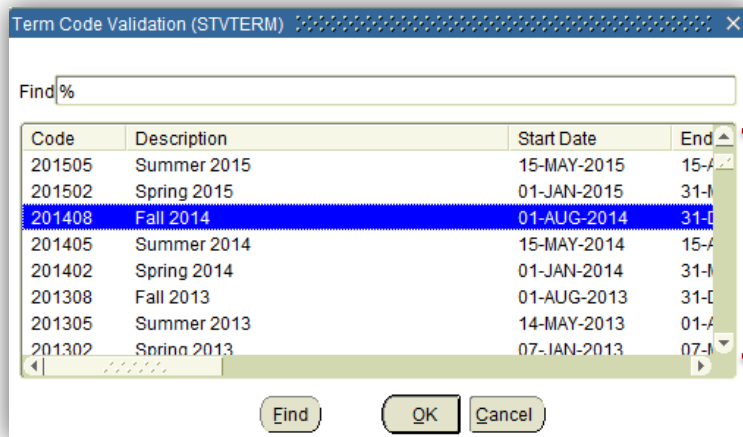
Many Banner forms require a term in the key block.

Steps for searching terms

1. Click the box next to the Term field to open a list of Term codes.
2. Search options are:
 - a. Type the year of the term in front of the percent sign in the Find field, click the Find button, click the desired term so that it is highlighted, then click OK.



- b. Scroll until you see the desired term, click the term so that it is highlighted, then click OK.



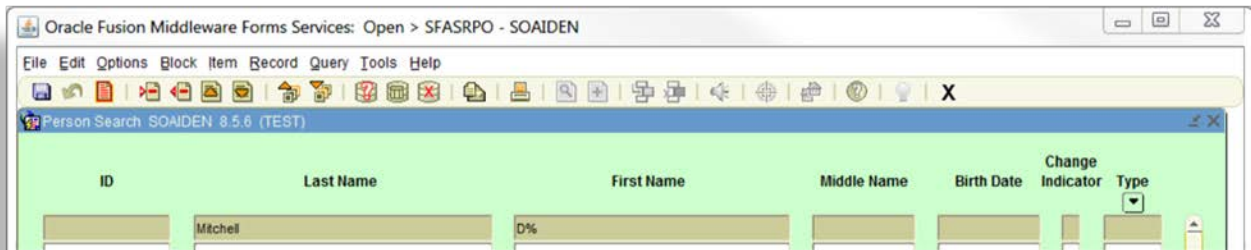
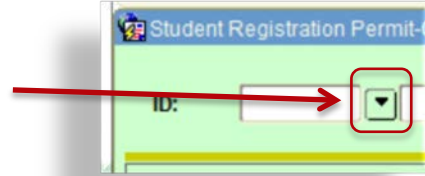
Scroll bar

Searching for a Student

Many Banner forms require a student id in the key block.

Steps for searching student ids

1. Click the box next to the ID field to open the name search query form.
2. Search options are:
 - a. Type the student's first and/or last name into the appropriate field(s).
 - b. Perform a search with partial information by using the % wildcard.



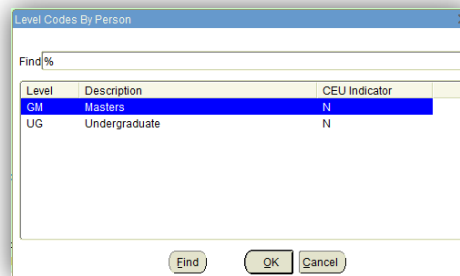
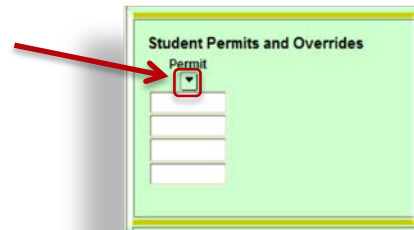
3. Run the query by clicking the Execute Query icon, clicking Query > Execute, or by pressing F8 on your keyboard.
4. Click the desired name so that it is highlight.
5. Click the Select icon, click File > Select, or press Shift + F3 on your keyboard.

Searching for Values

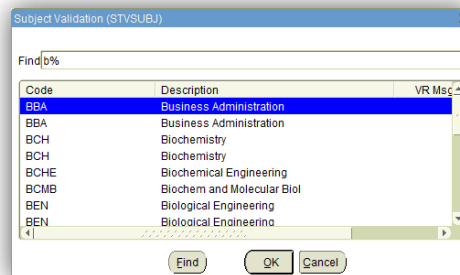
Many form fields give users the option to search for values that are valid for the field. A search box will be located either above or to the right of the field.

Steps for searching values

1. Click the box to display a list of values.
2. In many cases, the list of values displays immediately. Search options are:
 - a. If you can see the desired value, click it so that it is highlighted then click the OK button.



- b. Type the desired value into the Find box, click the Find button, click the desired value so that it is highlighted, then click the OK button. You may also search by adding partial information into the Find box using the % wildcard.



3. In others cases, you are required to choose from two or more lists of values.
 - a. Click desired option.
 - b. Follow step 2 above.