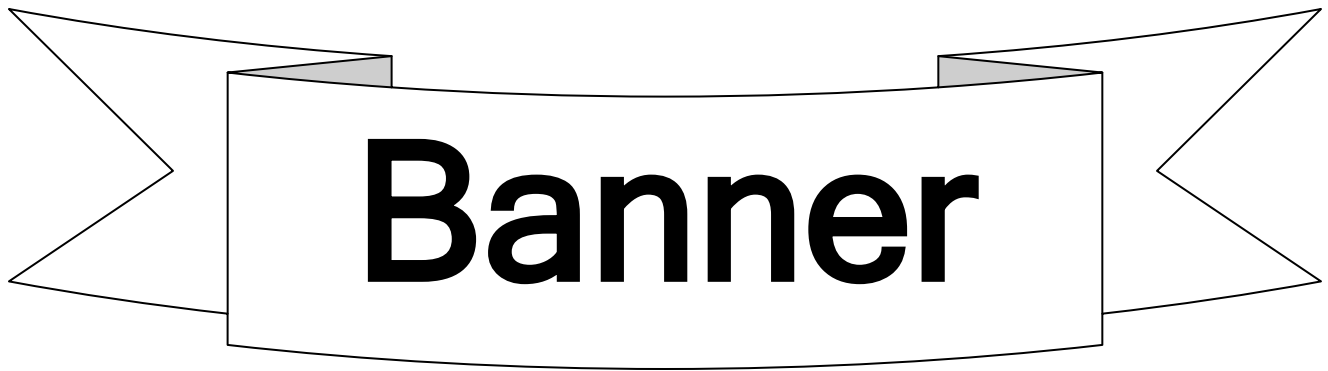


STEPHEN F. AUSTIN STATE UNIVERSITY



General

BANNER NAVIGATION GUIDE

Revised December 14, 2011

Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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Procurement and Property Services

Revised: December 14, 2011

BANNER NAVIGATION GUIDE

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Overview	Section A
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Session Overview

Introduction	This manual is intended to provide you with the basic knowledge for accessing Banner and setting up shortcuts.
Prerequisites	The following are prerequisites for completing this session: ➤ NONE
Expected Outcomes	At the end of this session, participants will: <ul style="list-style-type: none">• gain knowledge of how Banner works.• know the basics of navigating through any Banner module.• be prepared for future use of Banner.

Learning Guide Icons

In this Banner training manual, watch for these icons to highlight important information.



Indicates an important trap to avoid.



Indicates a shortcut or tip.



Indicates an important *warning* regarding the form or data entry.



Indicates hands-on exercise or activity.

Banner Information

Section **B**

Background

Banner is the administrative software system for Stephen F. Austin State University. Banner is an “integrated system” for Finance, Human Resources, Financial Aid, and Student which means information is shared between the various systems, eliminating the need to duplicate data entry.

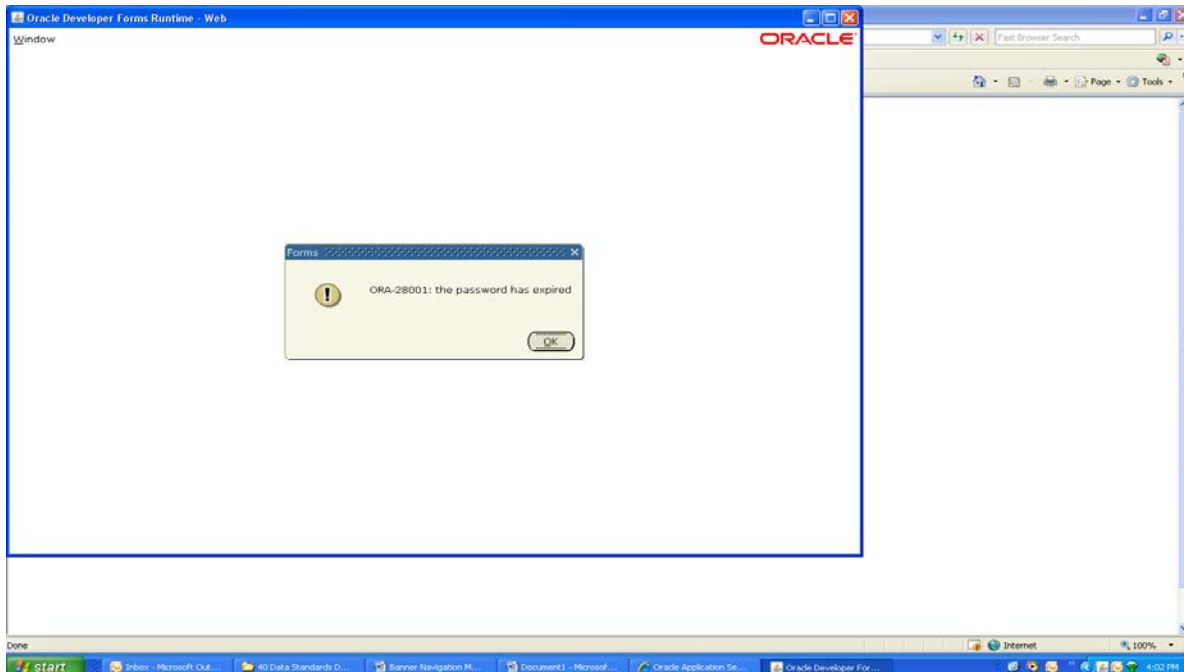
Access To Banner and Password Reset

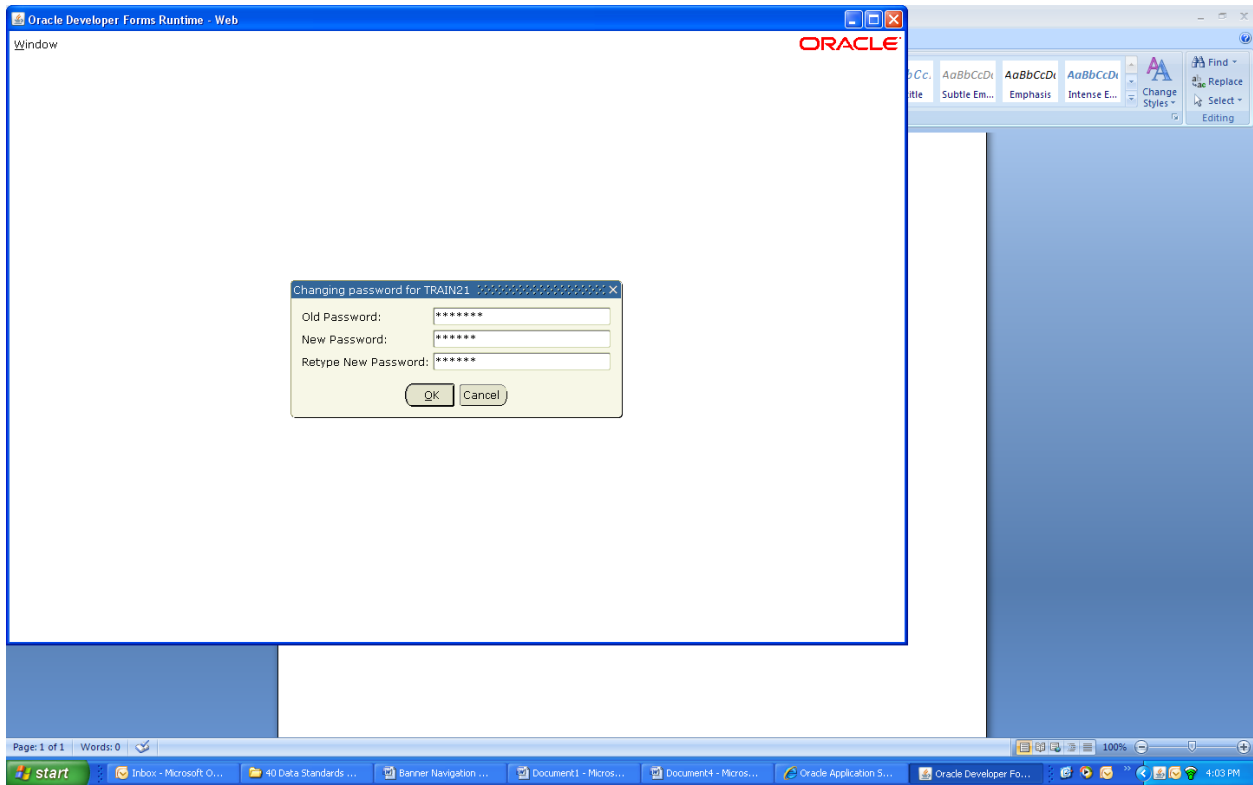


Upon first login, use your ‘mySFA’ user name and the generic password ‘newone’ (all one word and lower case.) You will be prompted to change the generic password assigned to a unique password on GUAPSWD. Passwords must be a minimum of six characters, can be alphanumeric, and cannot contain special characters.

PASSWORDS WILL EXPIRE EVERY 90 DAYS.

SEE SCREEN SHOTS ON FOLLOWING PAGE





Types of Banner

INB (Internet Native Banner)

Online Services

INB (Internet Native Banner)

INB is a web-based interface that will be used primarily by administrative staff. It will not be used by students and instructors.

Online Services

Online Services is the counterpart to what we have now in 'mySFA' under 'myservices'. It will be used by students, faculty, and staff for personal, class and finance information. Online Services will be accessed through your 'mySFA' account.

Accessing INB Or Online Services

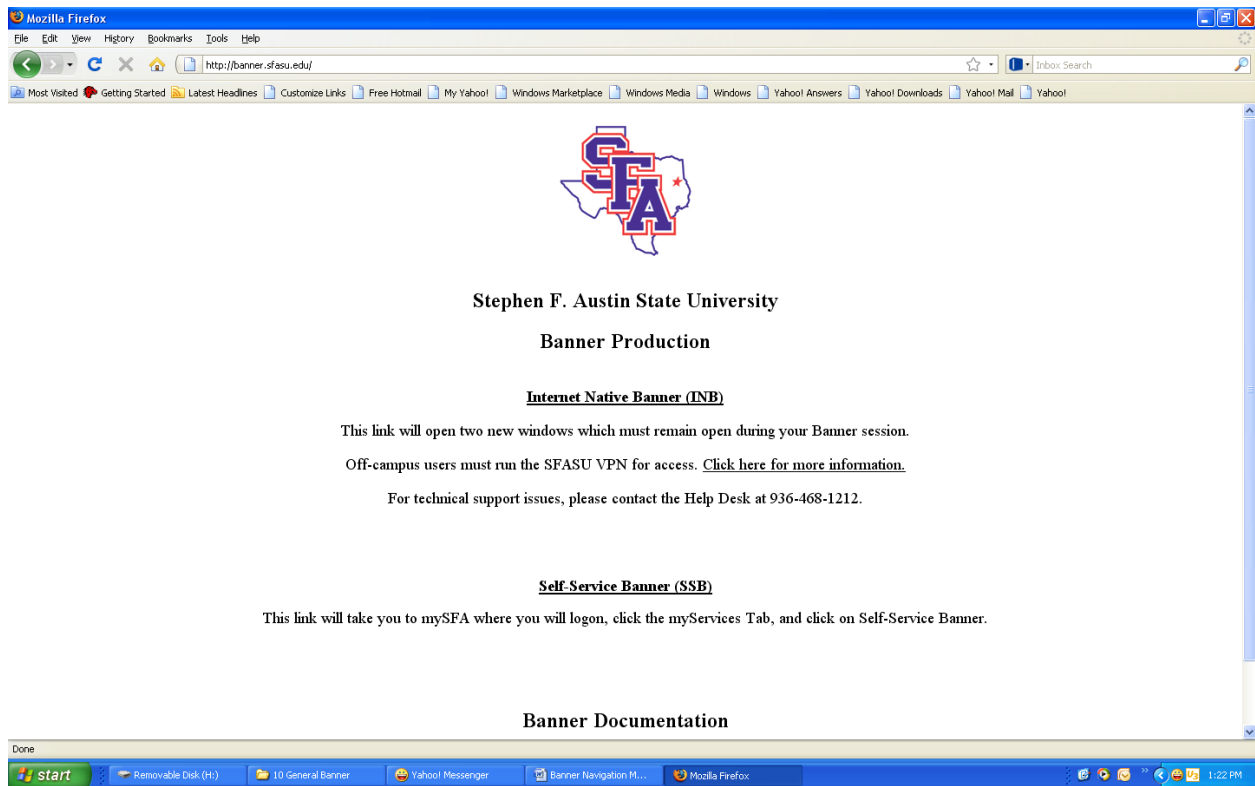
Section

C

Go to:

<http://www.banner.sfasu.edu>

Click on the appropriate link



Enter your Username and Password and click connect.



Adding Personal Links

From GUAUPRF, click on the My Links Tab.

The second block is for the description of your First Personal Link. Enter the description in the User Values field. This description will display on the Banner General Menu.

The third Block is where you add your link. You can enter a URL or the name of a Banner form that you want a quick link to. You can have a maximum of 6 Personal Links.

GUAPMNU - My Banner Maintenance



Use this form to create a personal menu tied to your user ID. A personal menu contains the forms, jobs, menus, and QuickFlows that are most important in your daily work. Once the personal menu is created, you can access it from the main menu.

This form contains three parts:

- The left pane lists the available forms, jobs, menus, or QuickFlows that can be added to a personal menu. When you select an object type from the pull-down list above this pane, a list of associated objects appears in the left pane.
- The middle of the form contains buttons used to insert your selections, remove selections, insert all items listed from the left pane, and remove all items from the right pane.
- The right pane lists the contents of the personal menu. Forms can be renamed at this point. The field above the right pane shows the User ID associated with the person logged on to the system.

To add objects to a personal menu, select names in the left pane and use the Insert and Insert All buttons. You can also directly enter the form names. To remove objects from your personal menu, select names in the right pane and use the Delete and Delete All buttons. Once your personal menu is set, 'Save', then Exit Form. You will need to completely sign out of Banner, then re-enter Banner to see your new My Banner menu.

