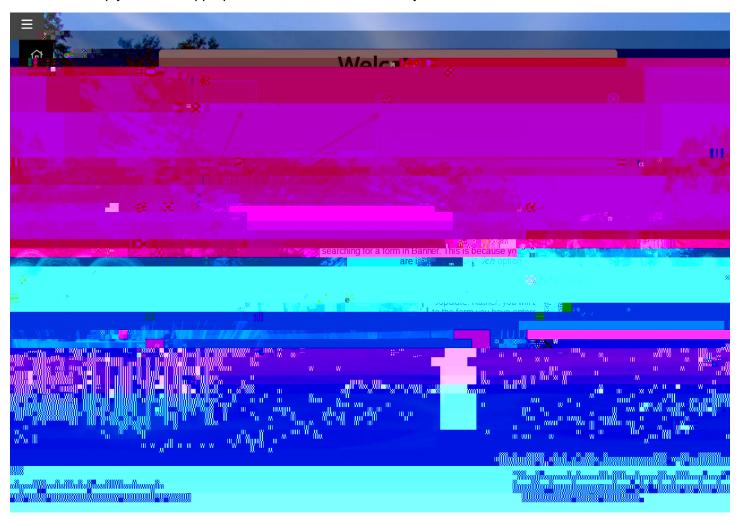Banner organizes its data into Forms. All data is entered, maintained, edited, and queried within forms. Generally each

Banner XE is a web-based system which requires an active internet connection. Below will offer step-by-step instructions for how to log in and out of Banner. And as always, contact the Banner Hotline with any banner-related questions at

In Banner INB, we categorized and search for forms by their 7-letter Form Name. WeF1 8J.goe-

Once you begin your search, a menu list will pop up below the Search Block with all forms that meet your search criteria. Simply select the appropriate form from the menu and you will be redirected to that form.
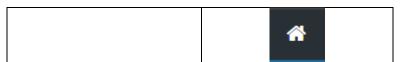

<u>HELPFUL TIPS & TRICKS:</u>

It is not necessary to search for these forms in _____, though CAPS is the standard in Banner. You may also press ENTER to proceed to the form.

Upon completing your work within your originally selected form, simply click the _____ Icon at the top of the screen to be redirected to the home screen so you may search for another form.

	🏠	

Upon selecting the _____, there are further menu item options you may select to help you navigate through forms. For further explanation, see the table below.
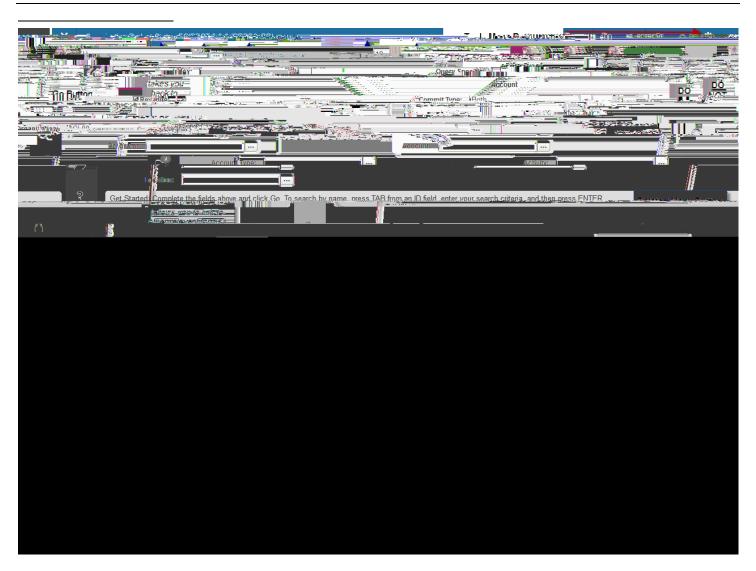
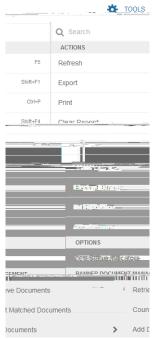| _____	_____	_____
		You may use this block to search for a function housed within the Tools menu (i.e.: Print, Export, etc.).
	Refresh F5 Export Shift+F1 Print Ctrl+P Clear Record Shift+F4 Clear Data Shift+F5 Item Properties Retrieve Documents Alt+R Add Bookmark View Status Indicators About Banner	Acts the same as the Start Over button listed above. Will take you back

HELPFUL TIPS & TRICKS:

You will also notice keyboard shortcuts (_____.) listed next to some _____ menu items. You may use these keyboard shortcuts in place of the relevant Tool menu items when working within Banner Forms. ==The _____ menu items may change depending on the form you are viewing and/or working in, however those mentioned in the table above are seen within most forms.==
A reference video is available online for Basic Navigation and Features: http://odu.edu/facultystaff/university-business/banner/inb/banner-xe-forms

Banner has many useful tools to allow navigation to become as easy as possible. One of these tools is the My Banner Personal Menu, which is a personalized menu containing forms which you use most frequently. You may add or delete forms for your Personal Menu anytime. As always contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

To add a form to your Personal Menu, locate the form on the list and double-click it. The select the button to add it to your Personal Menu.

Hit the   Button at the bottom left of the screen and return to the ODU Home Screen to view your Personal Menu.

HELPFUL TIPS & TRICKS: You may

Your Personal Menu will appear on the ODU Home Screen. Click the   and then select My Banner. Your list will be viewable, and you may click a form from this list and be redirected automatically.

Only use the   and   buttons on the GUAPMNU Form.

Banner is an internet-based Administrative System used by many universities to help manage many different aspects of secure university information, to include student information, financial reporting and budget information, staff and faculty records, etc.

information to various departments who are in need while remaining secure and maintaining confidentially. We have strict standards for use, and access is only granted to those individuals for whom their job requires access to view, input, and/or edit Banner data. Those individuals will receive access to the forms necessary to perform their job functions.

You are only able to see forms that are relevant to your department and daily job requirements. You will generally not have unlimited access to view all of the forms within Banner.

You may request Banner access through the Universal Account Request Form, found on the ITS website: https://www.odu.edu/ts/access/monarchkey/online-account
There are different levels of Banner access, some of which you will not be granted access to. Your Budget Unit Director must approve your request to gain access to these forms. More information may be found below:
   Banner Finance access: https://www.odu.edu/facultystaff/university-business/banner/finance
   Banner Financial Aid access: https://www.odu.edu/facultystaff/university-business/banner/financialaid
   General Student Banner access: https://www.odu.edu/facultystaff/university-business/banner/student

Head to banner.odu.edu and enter your Midas ID and password to log into Banner. For further step-by-step explanation, consult the handout located on the Office of Finance website Banner Basics Training page: http://odu.edu/facultystaff/training-development/banner-training/basics

e the latest version of Java installed on your computer. For more information, contact ITS at: itshelp@odu.edu

Banner works with Internet Explorer, Mozilla Firefox, Chrome, and Safari!

Now that we have upgraded to Banner XE, the interface will indeed work with you iPad! Contact ITS for assistance.

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