

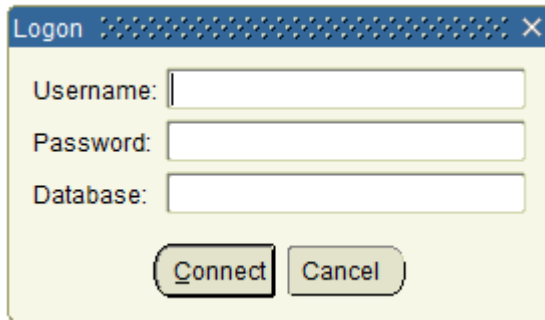
# Banner 8 TO Banner 9 Essentials

SAMPLE SCREEN DIFFERENCES

# SIGN IN

## BANNER 8

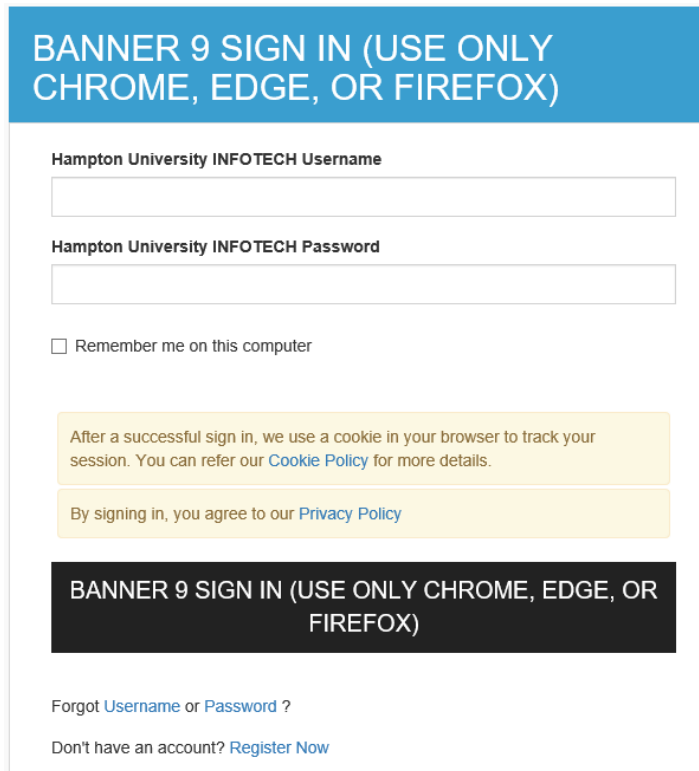
Use Banner Credentials



A small, yellow login dialog box titled "Logon" with a close button (X) in the top right corner. It contains three input fields: "Username:", "Password:", and "Database:". Below the input fields are two buttons: "Connect" and "Cancel".

## BANNER 9 ESSENTIALS

Use your INFOTECH Credentials



A web form for Banner 9 Sign In. It features a blue header bar with the text "BANNER 9 SIGN IN (USE ONLY CHROME, EDGE, OR FIREFOX)". Below the header, there are two input fields for "Hampton University INFOTECH Username" and "Hampton University INFOTECH Password". A checkbox labeled "Remember me on this computer" is located below the password field. A yellow box contains a message: "After a successful sign in, we use a cookie in your browser to track your session. You can refer our [Cookie Policy](#) for more details." Below this, another yellow box states: "By signing in, you agree to our [Privacy Policy](#)". At the bottom, there is a black bar with the text "BANNER 9 SIGN IN (USE ONLY CHROME, EDGE, OR FIREFOX)". Below the black bar, there are two links: "Forgot [Username](#) or [Password](#) ?" and "Don't have an account? [Register Now](#)".

# BANNER HOMEPAGE

## BANNER 8

The screenshot shows the Banner 8 homepage. At the top, there's a navigation bar with a 'Go To...' dropdown, a 'Welcome,' message, and a 'Products:' dropdown. Below this is a 'My Banner' section with a tree view of modules: Student [\*STUDENT], Advancement [\*ALUMNI], Finance System Menu [\*FINANCE], Human Resources [\*HRS], Financial Aid [\*RESOURCE], General [\*GENERAL], Banner Security [\*SECURITY], and HU Customized Reports [\*HU\_REPORTS]. To the right of this is a 'My Links' section with links for 'Change Banner Password', 'Check Banner Messages' (with a green checkmark), 'HU Data Standards', 'Bookshelf 8x', 'Banner Training Schedule', 'Personal Link 4', 'Personal Link 5', and 'Personal Link 6'. Below the links is a 'My Institution' section with a purple banner for 'ellucian.'. At the bottom, there's a 'Banner Broadcast Messages' section with a list of messages dated from 04-FEB-2020 to 08-JAN-2019.

General Menu GUAGMNU 8.6.4 (PROD) - Wednesday, February 05, 2020 - Last login Tuesday, February 04, 2020 11:31:34 AM

Go To... Welcome, Products: Menu | Site Map | Help Center

**My Banner**

- Student [\*STUDENT]
- Advancement [\*ALUMNI]
- Finance System Menu [\*FINANCE]
- Human Resources [\*HRS]
- Financial Aid [\*RESOURCE]
- General [\*GENERAL]
- Banner Security [\*SECURITY]
- HU Customized Reports [\*HU\_REPORTS]

**My Links**

- Change Banner Password
- Check Banner Messages ✓
- HU Data Standards
- Bookshelf 8x
- Banner Training Schedule
- Personal Link 4
- Personal Link 5
- Personal Link 6

**My Institution**

ellucian.

**Banner Broadcast Messages**

04-FEB-2020	Tax Update #275 will be applied to Production at 11:00 am, 4 FEB 2020, TODAY. Please exit any Financial P
29-JAN-2019	PLEASE REPORT ANY SLOWNESS of SCREEN (provide name and any other input info) loads taking 15 Sec
08-JAN-2019	From CIT Computer Center: Please submit any issues related to Banner to bannerjobs@hamptonu.edu. Thank
08-JAN-2019	Message from CIT Computer Center: Banner will be down for maintenance to apply Tax Update #260 from 10:0

## BANNER 9 ESSENTIALS

The screenshot shows the Banner 9 Essentials homepage. It features a dark blue header with a 'Welcome' message and a search bar. Below the header is a large image of a university campus. The left sidebar contains a navigation menu with links for Dashboard, Applications, Search, Recently Opened, Help, Favorites, Sign Out, and Ms. Princess A Lipscomb. The main content area displays the Hampton University logo and the text 'THE STANDARD OF EXCELLENCE'. At the bottom, there's a footer with the text 'ellucian.' and 'Hampton University'.

Dashboard

Applications

Search

Recently Opened

Help

Favorites

Sign Out

Ms. Princess A Lipscomb

**Welcome**

Search Direct Navigation

Pages, Menus, Jobs and Quickflows

**HAMPTON**  
UNIVERSITY  
THE STANDARD OF EXCELLENCE

ellucian.

Hampton University

PPRD DATABASE (up to 31Oct 2019 DATA)

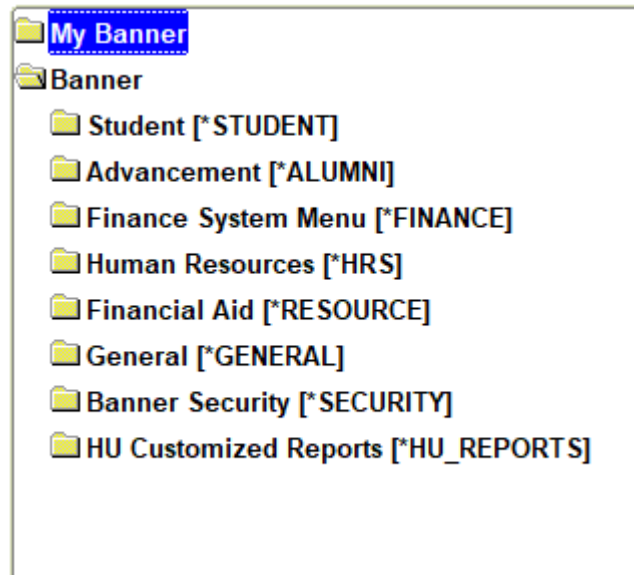
Release: 3.2.0.1

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# MENUS

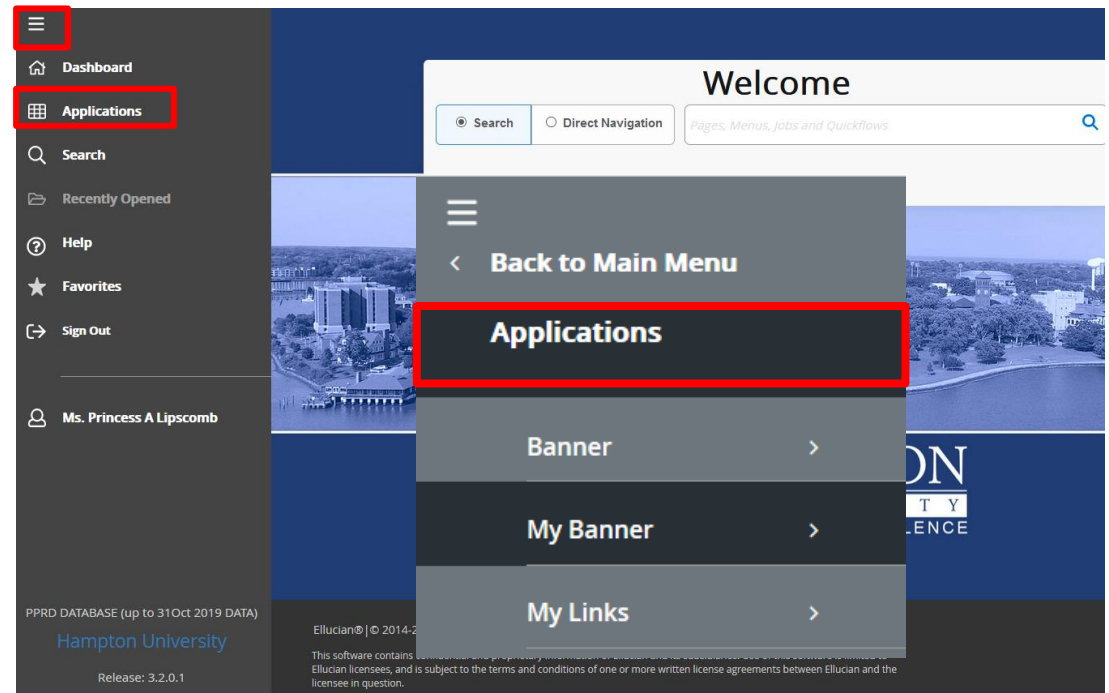
## BANNER 8



## BANNER 9 ESSENTIALS

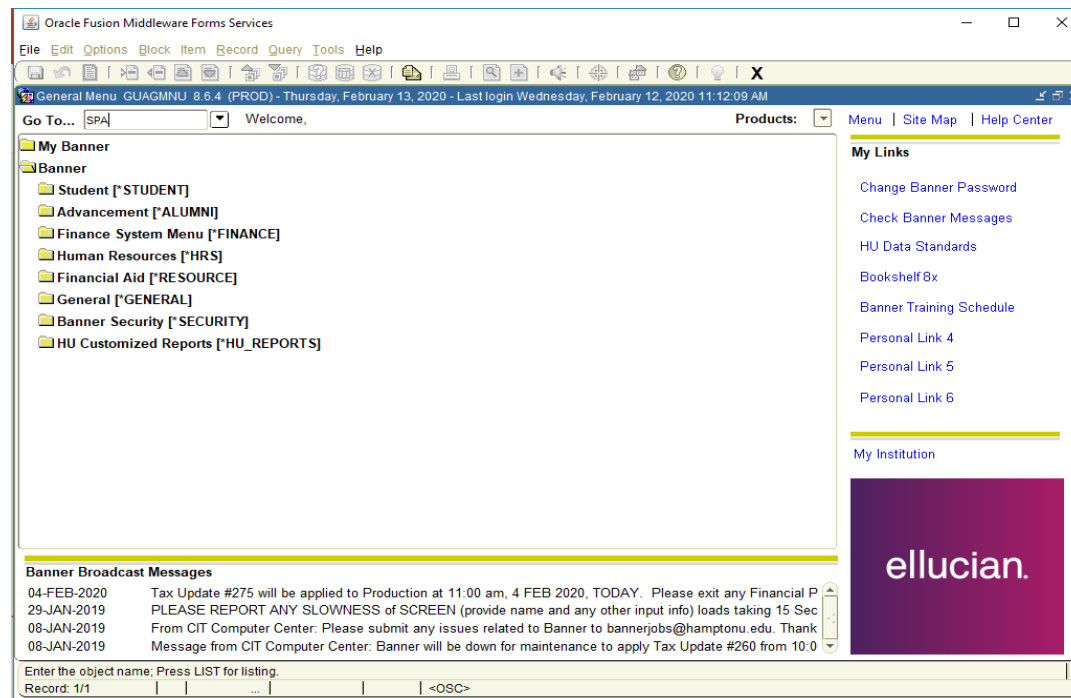
**Click the 3 horizontal bars to see the menus; click the > to open the menu, and the < to close it**

**Click on Applications to see My Banner Folders**



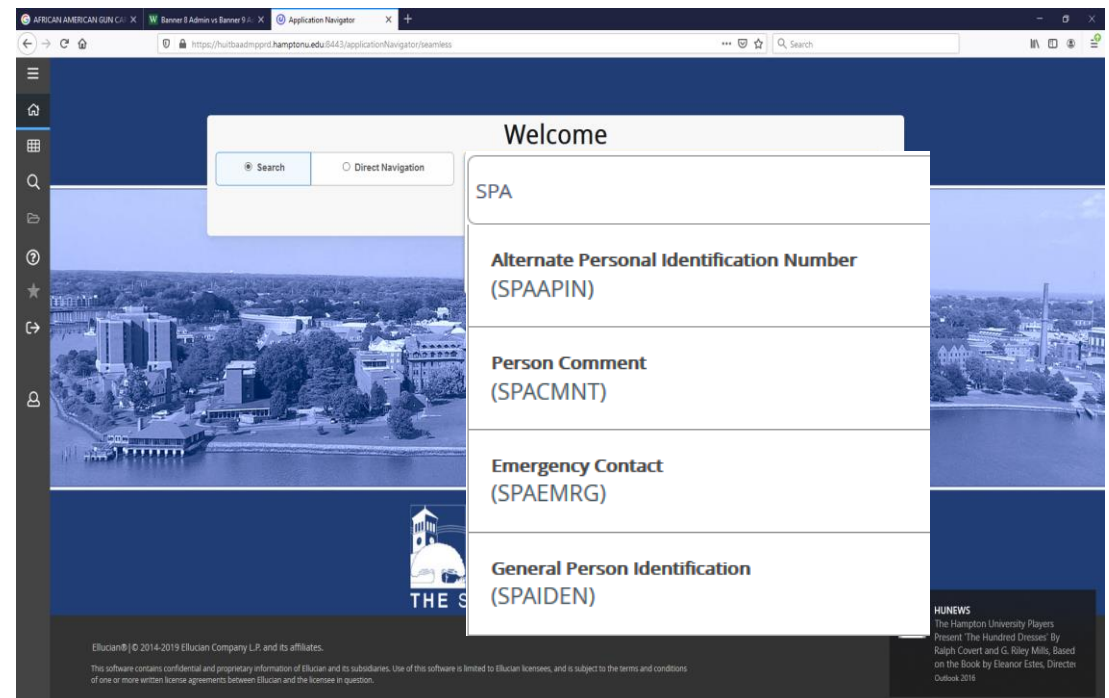
# SEARCH BOX

## BANNER 8



## BANNER 9 ESSENTIALS

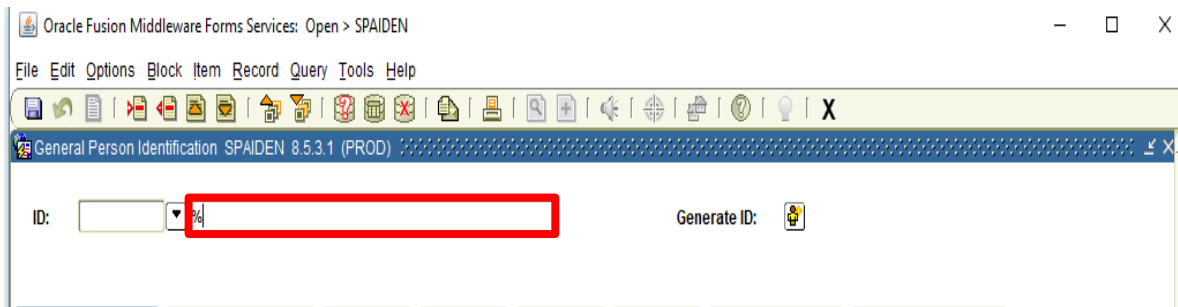
**NEW** If you start typing the Page name there, Banner will start showing possible choices; when you see the one you want you can either keep typing the Page name and hit Enter, or click on the choice in the list



# SEARCH

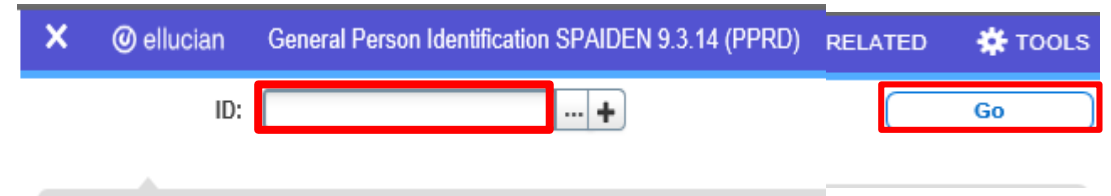
## BANNER 8

**Name/ID SearchBanner 8 Admin**  
**Enter Wildcard “%” in the ID: search box.”**



## BANNER 9 ESSENTIALS

**Type in HUID and then click “GO”**



# SEARCH (cont.)

## BANNER 8

The screenshot shows a window titled "ID and Name Extended Search". At the top, there is a "Results:" dropdown menu and a "Person/Non-Person Count:" field showing the number "4". Below this, the window is divided into two main sections: "Person Search Detail:" and "Non-Person Search Detail:". Under "Person Search Detail:", there are radio buttons for "Person", "Non-Person", and "Both", with "Both" selected. Below these are input fields for "City:", "State or Province:", "ZIP or Postal Code:", and "Name Type:". Under "Non-Person Search Detail:", there are input fields for "Birth Date:" and "Gender:". A search icon is located on the right side of the form. At the bottom, there is a text instruction: "Press Enter Query or select button to clear search."

## BANNER 9 ESSENTIALS

The screenshot shows a web interface titled "General Person Identification SPAIDEN 9.3.14". At the top, there is an "ID:" input field followed by a red square button containing three dots and a plus sign. Below this, a grey banner contains the text: "Get Started: Complete the fields above and click Go. To search by name". An "Option List" dialog box is open in the foreground, featuring three links: "Person Search", "Non-Person Search", and "Alternate ID Search". A "Cancel" button is located at the bottom right of the dialog box.

# NEXT/PREVIOUS BLOCK

## BANNER 8

Previous Block



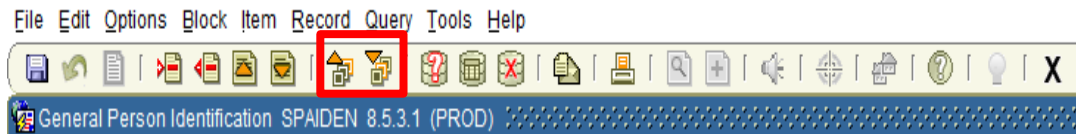
Next Block



## BANNER 9 ESSENTIALS

The Previous and Next Section navigators are located in the bottom left corner of the page.

Previous      Next



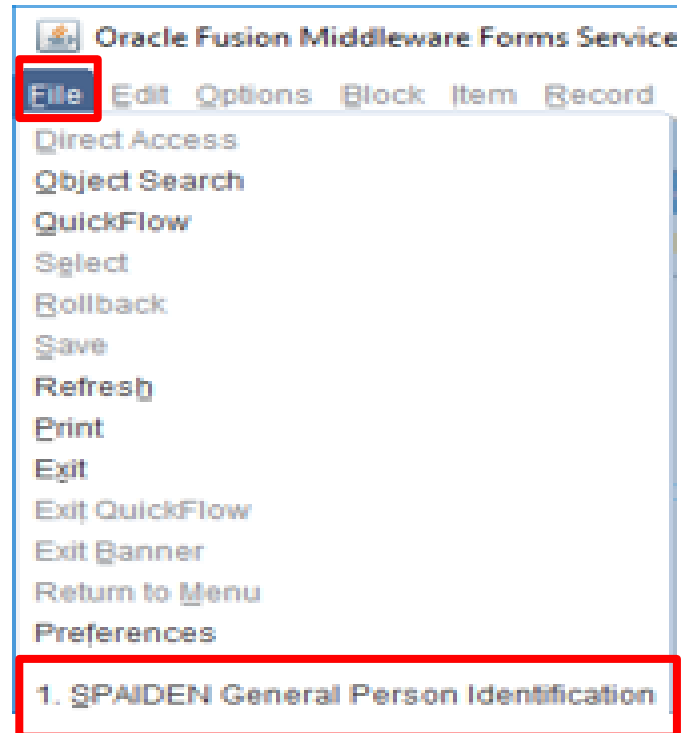


# RECENTLY OPENED

## BANNER 8

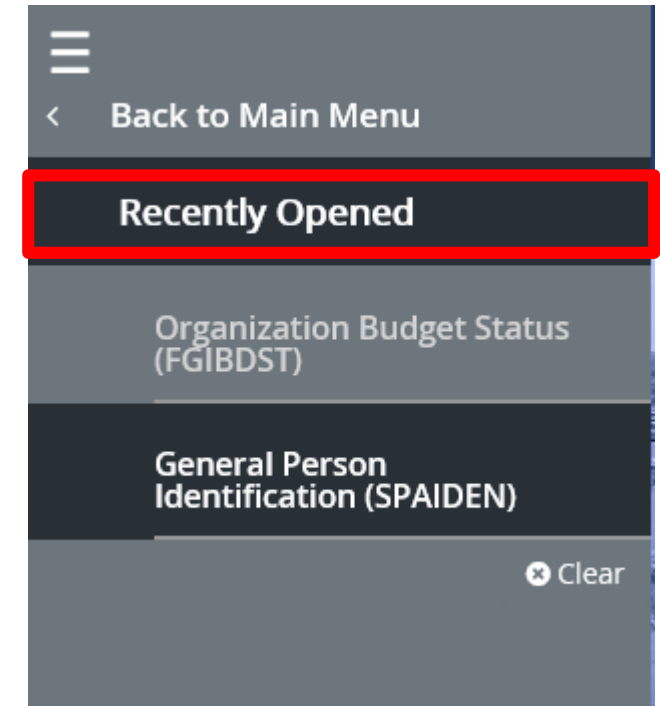
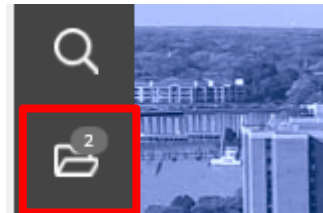
Select File

See all “recently opened” after preferences option



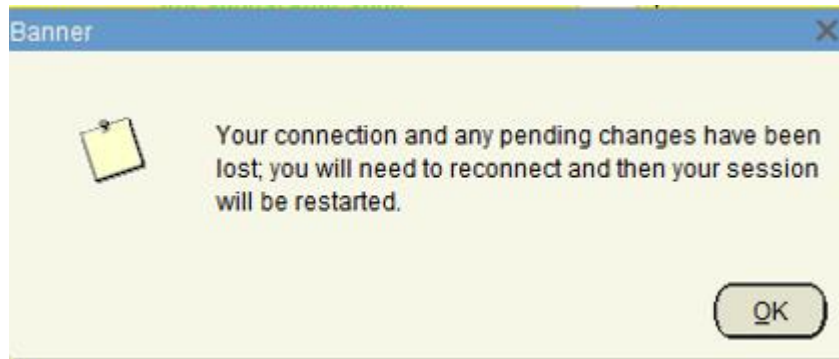
## BANNER 9 ESSENTIALS

Select Folder if Number is in Folder



# INACTIVITY

## BANNER 8



## BANNER 9 ESSENTIALS

Warning! Due to inactivity, your session will expire in 00:01:04.

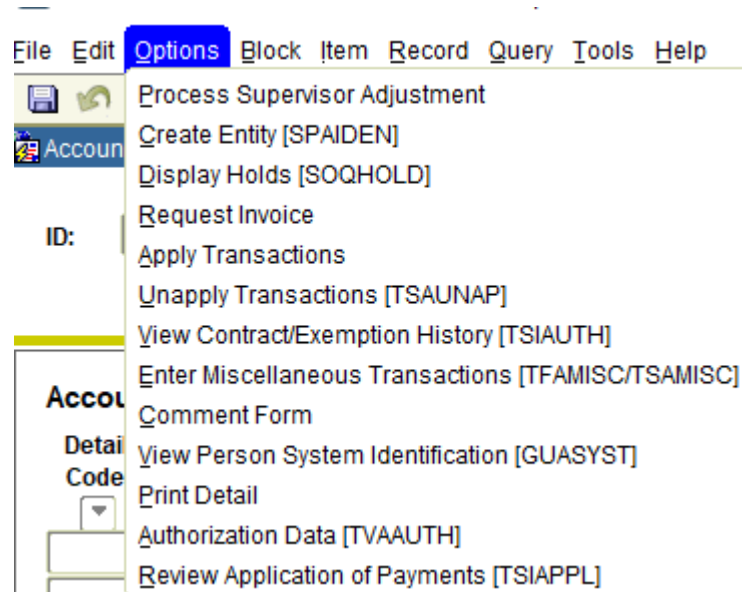
To extend your session another 30 minute(s), please press the Extend button.

Extend

# RELATED ICON

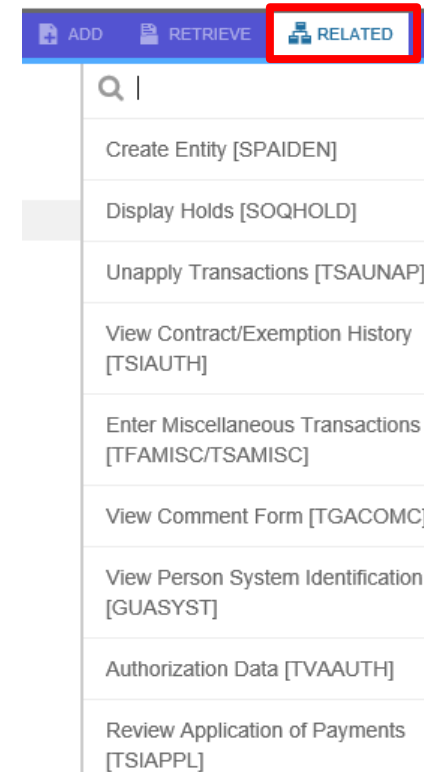
## BANNER 8

To See Related Page



## BANNER 9 ESSENTIALS

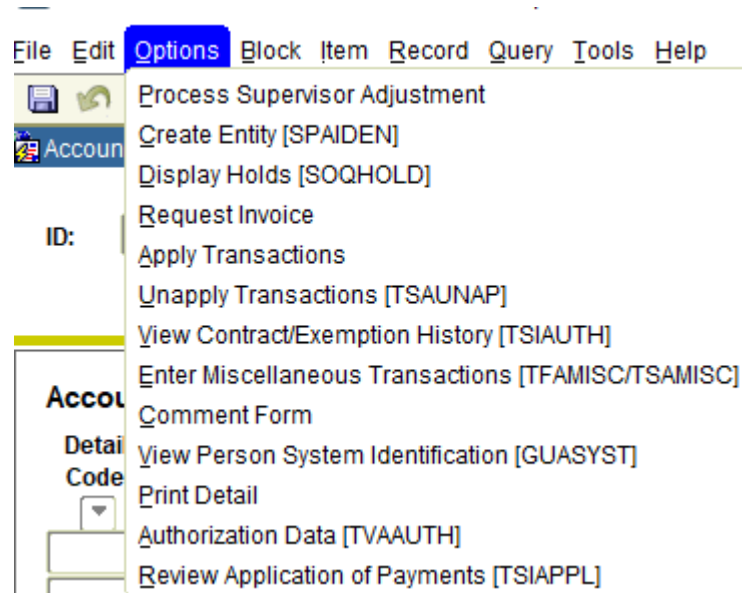
Click the “RELATED” icon



# TOOLS ICON

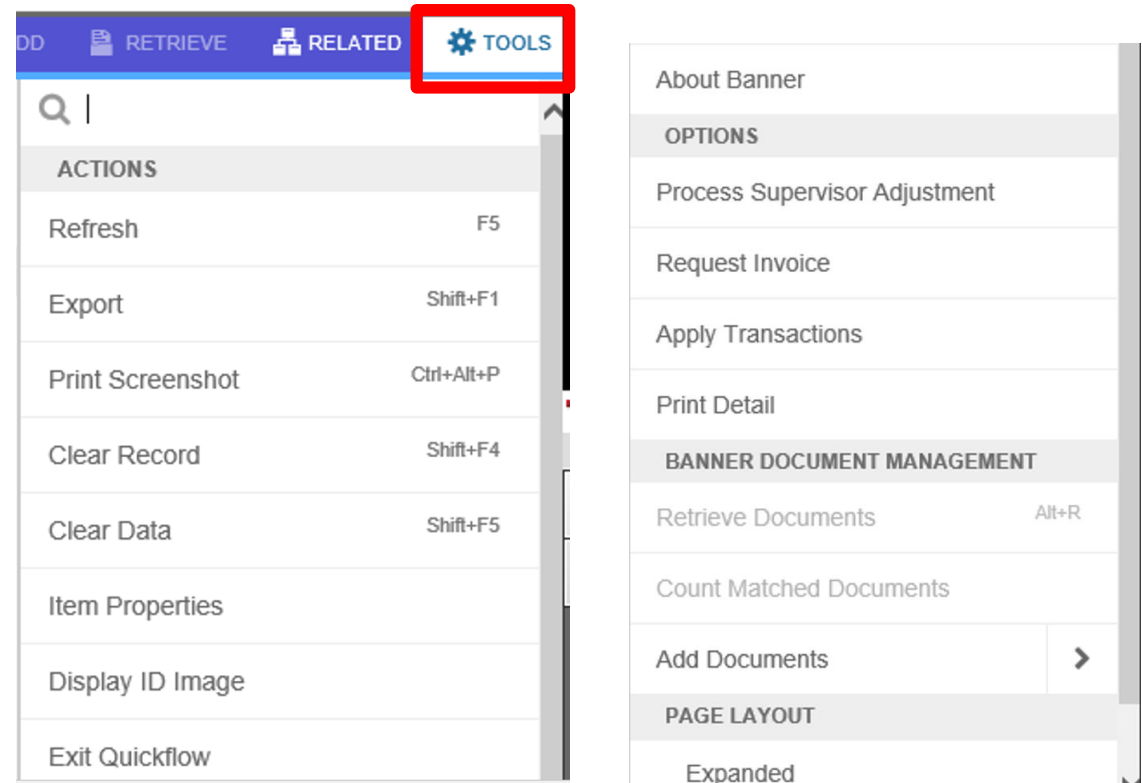
## BANNER 8

### “Options”



## BANNER 9 ESSENTIALS

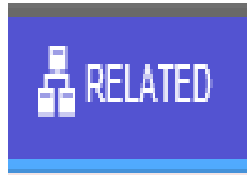
### Click on “TOOLS” Icon to see Options



# Banner 9 Essentials SHORT CUTS



Close (Ctrl Q)




Related (Alt+Shift+R)



Tools (Alt+Shift+T)

# Banner 9 Essentials SHORT CUTS (cont)

A green rectangular button with the text "Start Over" in white.

Start Over (F5)

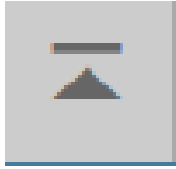
A green rectangular button with the text "Go" in white.

GO (Alt+Page Down)

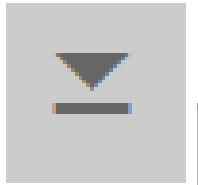


Enter a query; press F8 to execute.

# Banner 9 Essentials SHORT CUTS (cont)



Previous Section (Alt+PageUp)



Next Section (Alt+PageDown)



Save F10

# Banner 9 Essentials SHORT CUTS (cont)



Insert (F6)



Delete (Shift+F6)



Copy (F4)

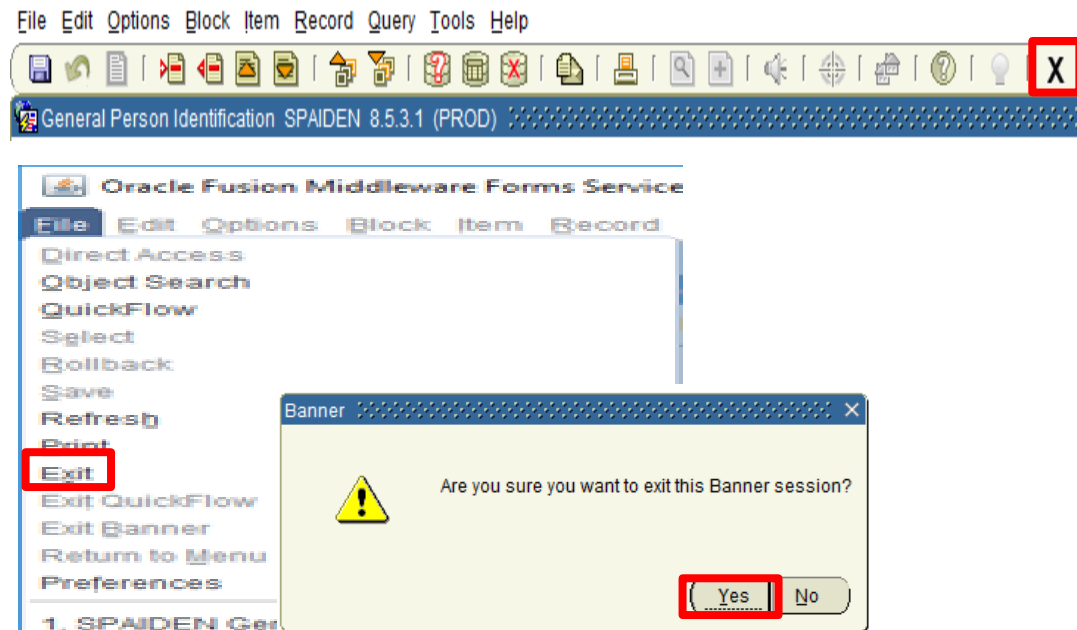


Filter (F7)



# LOG OUT

## BANNER 8 CLOSE ICON



## SIGN OUT

