



# Banner 8 to Banner 9 **Essentials**

**New Look**

***Information Session***

**CIT – Team**

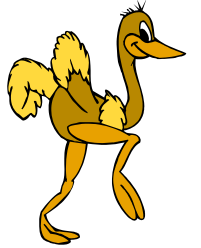
***November 22, 2019***

**Center for Information Technology**

- Please turn off your cell phone/pager



- If you must leave the session early, please do so as discreetly as possible



- Please avoid side conversation during the session



Thank you for your cooperation!

- Session I – New Look
  - Communication Avenues
  - Verify Browsers
  - Banner 9 Essentials screens – New Look
- Session II – Banner 9 Essentials Team Meeting
  - SPII
  - Test Plan Samples
  - Report Regeneration
  - Email Group – Banner9EssentialsGroup
  - Directory for Banner 8 to Banner 9 Essentials Team items
  - HU Trackit Ticketing – Self Service Access and email creation

- HU Website - [cit.hamptonu.edu](http://cit.hamptonu.edu) - regular information updates and video training
- HU News – weekly updates
- Training sessions for each business areas
- Banner9EssentialsGroup email
- Directory Location for Banner 9 Essentials Team members

New Session for those who are  
part of our Banner 9 Testing Team

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity. Examples include but are not limited to:

- Name
- Social security number (SSN)
- Date of birth
- Address: Home address, home phone number,
- Personal e-mail address
- Financial information
- Fingerprints
- Photograph
- Medical information

- Screens' SPII data will be masked if user is not part of a business profile. Fine grain security level.
- Reports need to be protected from going outside HU community without authorization. Document will be considered "FOR OFFICIAL HAMPTON UNIVERSITY USE ONLY - PRIVACY SENSITIVE"

- Prepare the Test Plans by using current Banner 8
- Verify all your areas of responsibility are listed in Test Plan
- “Walk the Dog” – Go into Banner 8 to ensure Test Plan is correct
- Mark as READY for Banner 9 Essentials Testing in Test Environment
- Test in Banner 9 Essentials
- Regression Testing in Banner 9 Essentials



- Each Functional Area will need to identify Area of Responsibility Core Test Lead
  - Identify what to test
  - Prioritize defects
- Characteristics of Test Lead
  - Highly knowledgeable
  - Very organized
  - Detail oriented

- Accounts Receivable
- Admissions
- Advancement
- Alumni
- Athletics
- Finance
- Financial Aid
- General
- Graduate Studies
- Health Services
- Housing
- HU Online
- Human Resources
- HUPD
- OAR
- Pre College
- Position Control
- Student

Self Service will not be included in this project – remains Banner 8

- Finish writing or updating test plans for Test environment
- Execute test plans
  - Identify problems areas
  - Rewrite test plans
- After or between projects
  - Review test plans and update as needed for Production verification.

- Plan
  - How we will go about Testing?
  - Who will be testing?
- Write
  - Revise existing test plans
  - Write new test plans
- Execute
  - Test, test some more
  - Regression test (if changes are needed)
- Track success and rework

- Over 1000+ Deployed Reports (includes those that should have been deployed but moratorium due to Banner 9) will be recreated for use with Banner 9 Essentials
- In addition, all SQL that has been used for reoccurring requests will now be deployable. HU Community will not need to request Computer Center assistance once SQL for those reports are deployed.
- HU Community will be able to “at will” run those same reports based on their Banner Permissions.
- Separate meeting to discuss Reports

Note: Data generated from these reports are the property of HU and will only be used in conjunction with their job duties.

- Banner9EssentialsGroup

Designated POCs

Technical Teams

Dissemination of communication, tasks, and progress

- HUTrackit Ticketing System
  - Email templates and attachments
- PresentationsandMeetingInfo
- Sensitive Personal Identifiable Information (SPII)
- Reports Recreation
- Regression Testing
- Test Plans' Samples
- Testing Banner 9 Essentials

Note: Limited access on Directory to only those on Team

- Banner 8 to Banner 9 Essentials – Using HU Trackit to submit issues
- Go to HU Trackit to submit a HU Banner 9 Essentials ticket
  - FireFox <http://hutrackit.hamptonu.edu>
  - Chrome and IE  
<http://hutrackit.hamptonu.edu/TrackIt/SelfService/Account/Login>
- Instructions on how to Access and submit a Ticket





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