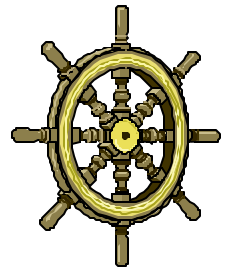


# Banner Navigation



Revised: January 8, 2004

## SIGNING IN TO BANNER:

Banner is available only from a computer that is connected to the campus network. It is not available from the campus web sites.

- Double click on the Banner Icon located on the desktop of the computer.
- This will launch Internet Explorer, load a java application and open the Banner LOGON screen.
- Enter in you **Banner LOGON ID and password**. (Please note that this is *not* your *network* ID and password.) Leave the “database” box blank. Press the Enter key or click on “Connect.”
- **IMPORTANT:** Please notice that you will have 2 “windows” open. One is Internet Explorer (with a gray screen), and the other is Banner. **DO NOT** close the Internet Explorer window. Banner needs this in order to run.
- The first thing you see after you log on is the Banner “main menu” - GUAGMNU. Your cursor is blinking in the “Go:” box - also called the Direct Access Box.

## BRINGING UP A FORM:

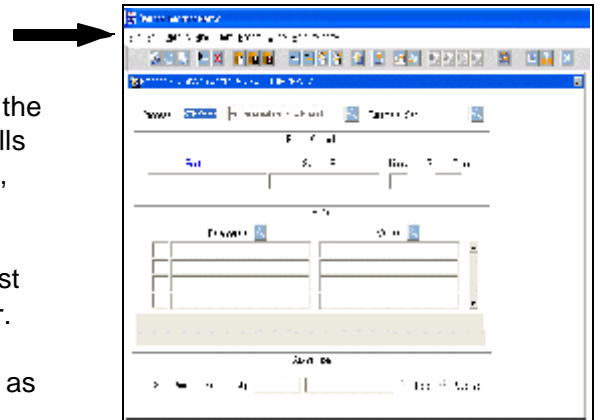
To bring up a form all you need to do is type the 7 character form name in the Direct Access Box (in the blank field labeled “Go:”). For example, key in SYRPREV in the “Go” field and press the enter key. This will cause Banner to load the requested form.

## PARTS OF A FORM:

**TITLE BAR:** The title bar is the solid blue bars located towards the top of the screen. You will notice there are actually 2 title bars: the very top one tells you what program you are in. The second one tells you a brief description of the form and the form name (7 characters, such as GJAPCTL).

**TOOLBAR:** The toolbar is located above the form title bar. The most common functions performed in Banner have an icon on the toolbar.

**BLOCKS:** You will notice that when you bring a form up, it appears as though the form is split into sections. These sections are called BLOCKS.



## MOVING FROM BLOCK TO BLOCK:

Forms can have a varying amount of blocks. One form might have 2-3 blocks and are all on one screen, others may have 5-6 blocks that require 2 or more screens. To move from one block to another you must do a “NEXT BLOCK.” **You can do this in one of three ways:**

- Click on the **toolbar icon**. The icon is towards the middle of the toolbar. When you point your cursor on it (or any other icon) a pop up term will tell you what the icon is.
- From the menu bar (above the toolbar), click on BLOCK, NEXT.



- Using just the keyboard, press the Control + Page Down keys.

If you went too far and want to go backwards, you can do a “**PREVIOUS BLOCK**”

- Click on the **toolbar icon**. The icon is just prior to the “next block” icon.
- From the menu bar (above the toolbar), click on BLOCK, PREVIOUS.
- Using just the keyboard, press the Control + Page Up keys.



## HOW TO EXIT A FORM:

To exit a form is very simple - just click on the “X” (the Exit button). Either the red or the blue “X” will do the same thing.

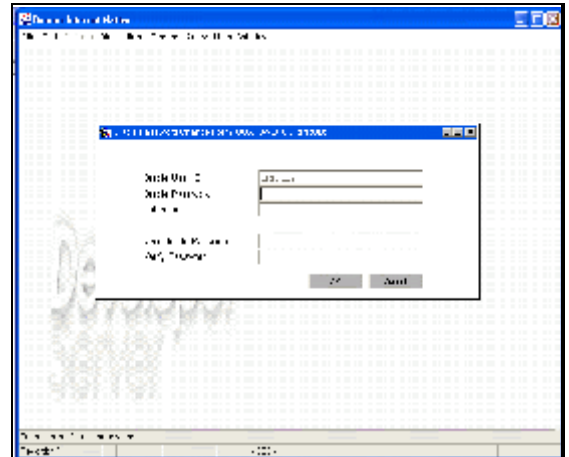
**FORMS LAYER:** In Banner, when you bring up a form, it will layer it on top of the main menu. If, from that form, you opened up another form, it would layer that on top of the form you were in. In Banner the Exit button (“X”) acts very similar to the BACK button on the internet, in that it takes you OUT of what you were doing, but not out of the program. When you are at the main menu and you click the “X”, Banner will ask if you want to exit Banner. If you do want to exit, click on the YES!

**HINT:** If you get lost in Banner, just remember this hint: *When in doubt - get OUT!* You can always click on the exit button until you are at the main menu and start over!

## CHANGING YOUR PASSWORD:

The password that was given to you with your Banner Log on ID is a generic password. It is recommended that you change the password to something that you will remember! You can change your password as often as you wish.

- From the main menu, type GUAPSWD in the Direct Access box.
- A box will come up that shows your Log on ID.
- You will type in your EXISTING password first.
- Type in a new password.
- Confirm that password by typing it in again.
- Click OK



## BANNER TERM (YEAR AND SEMESTER) CODES:

Although the format for the Banner Term (the year and semester) codes may look a little confusing, there really is some rhyme and reason to them!

**THE FORMAT:** is Year (4 digit code) and Semester (2 digit code): YYYYSS

**THE YEAR:** Our fiscal year (or school year) runs from July to June. Therefore we refer to our fiscal year as 2004-2005, etc. The **Student system** always uses the **first year** as the code for the entire fiscal year. So, 2004 would refer to the 2004-2005 fiscal year; 2005 would refer to the 2005-2006 fiscal year, etc.

**THE SEMESTER:** Cypress and Fullerton College have 3 semesters: Fall, Spring and Summer. The semester code is 2 digits, so we use 10, 20 and 30 respectively: Fall (10), Spring (20) and Summer (30). So, 200420 would mean the 2004-05 fiscal year, Spring semester.

**Adult Ed** is a little different as they have 4 quarters: Summer, Fall, Winter and Spring. To make sure these are different from the college semesters, the adult ed quarters always END with a 5: Summer (05), Fall (15), Winter (25) and Spring (35). So, 200425 would mean the fiscal year 2004-05, Winter quarter for adult ed.