UNIVERSITY OF DENVER

Introduction to iBanner – Overview

http://adminapps.du.edu

Login to iBanner

Banner Access Requests and FAQs

IT Help Center

Information Technology, IT@DU

303.871.4700 – support@du.edu

Enterprise Application Services

eas@du.edu

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**Banner
Student**

**Banner
Finance**

**Banner
Financial Aid**

Banner Database
GUASYST

**Banner
Human Resources**

**Banner
Accounts Receivable**

Recruit / Admissions
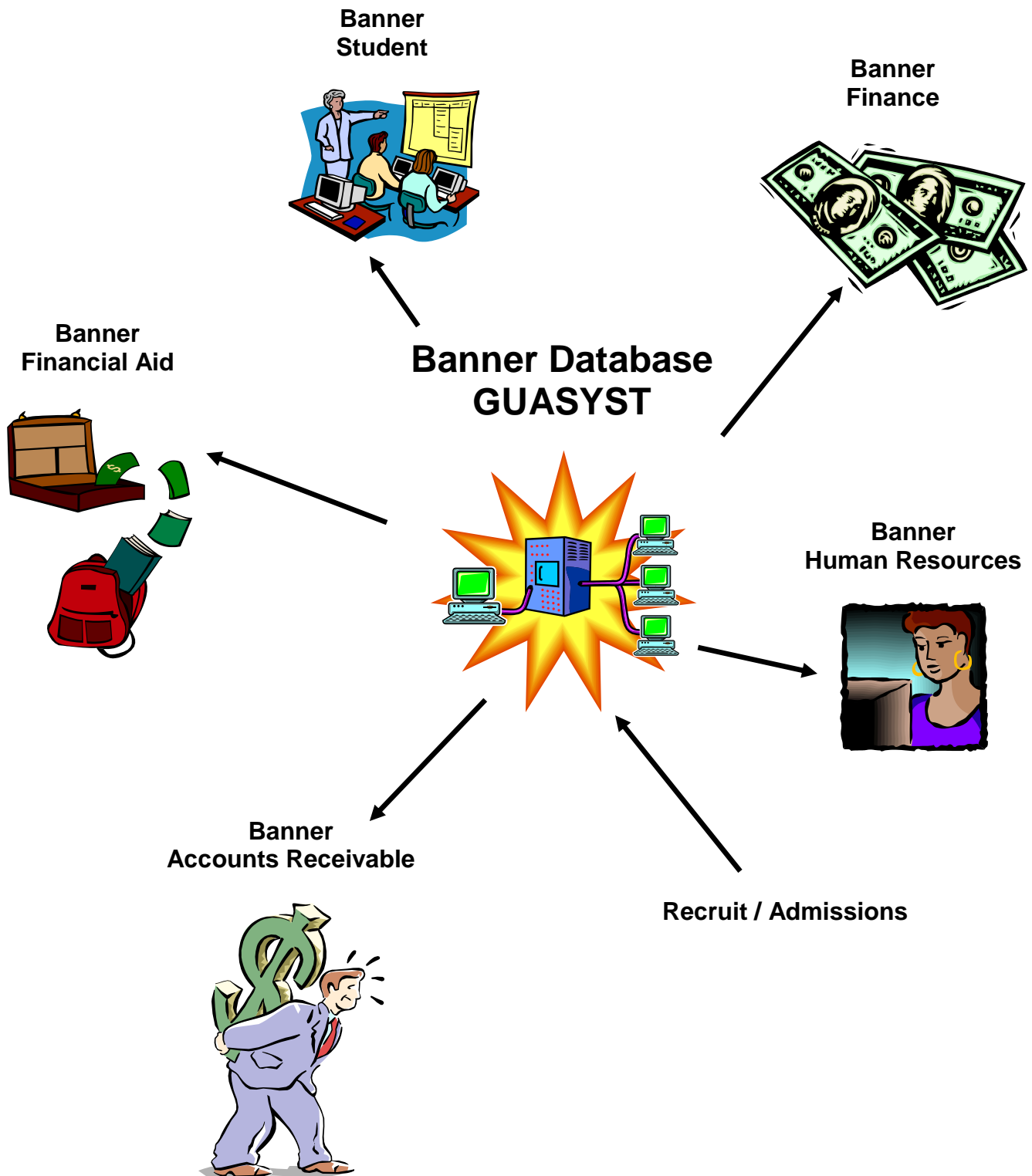
How do I get my Banner login information?

1. Are you currently employed? Check with your manager or budget officer to make sure that your job is active in the Banner system.

2. Have you completed the University of Denver Confidentiality Agreement? It is found on MyDU ➔ Search "Confidentiality Obligations" ➔ Proceed to MyWeb ➔ Submit

3. Gaining access to Banner has changed depending on what type of position you have been hired into:

   a. Benefited positions

      ➢ Access is attached to your position so your access was provisioned when you were hired. If you did not receive an email with your login credentials, please contact the IT Help Center – 303-871-4700 and ask them to reset your Banner password. The email you receive will contain your username and a temporary Banner password.

      ➢ If you are in a new or changed position it's possible that we may not have the appropriate access on file for you. Please ask your Budget Officer to submit your request online via the Banner and Administrative Applications request process in MyWeb.

   b. Non-Benefited positions:

      ➢ If you don't have a DU email address, your supervisor will need to request that we give you one so that you will get system generated emails. They can make that request by emailing support@du.edu

      ➢ Have you submitted the New Banner Access Request?
        https://www.du.edu/it/services/software/banner

      ➢ Have you obtained the appropriate authorizations (additional pages of the Banner Security Request) for the Banner modules you need access to? NOTE: Please see this link to view information, Banner Security Request form, and module signatories:
        https://www.du.edu/it/services/software/banner/banner-update-access

If the answer to all of the above questions is "yes", your Banner login information will be emailed to your DU email account. This may happen in several steps, it depends on the type of access you are requesting:

1. Open your preferred browser and navigate to: http://adminapps.du.edu to login. NOTE: Please use Chrome, Firefox if you are on PC or Safari on Mac. If you are working on campus, you will want to be connected to EduRoam; if you are working remotely, you will want to be on VPN.

2. Instructions for logging in will be emailed to your du.edu email address.

3. If there are several modules that you need access to you may receive additional notification when the other parts of your setup have been completed.

Page Names / Menus

The first character of the page name indicates the module:

      S – Student
      A – Advancement
      F – Finance
      N or P – Human Resources
      R – Financial Ad
      T – Accounts Receivable
      G – General

The second character of the page name indicates the part of the module. For example:

      SP … – **S**tudent **P**erson
      SA … – **S**tudent **A**dmissions
      SO … – **S**tudent **O**verall
      AP … – **A**dvancement **P**erson
      AG … – **A**dvancement **G**ift
      AO … – **A**dvancement **O**verall
      FA … – **F**inance **A**ccounts Payable
      FP … – **F**inance **P**urchasing
      FG … – **F**inance **G**eneral Ledger
      GU … – **G**eneral **U**ser

The third character of the page name is usually an "A" – if it's an "I" or a "Q" it is an "Inquiry" or "Query" version of a page.

The last four characters of the page name identify what the page is about:

      SPAIDEN – Student, Person, Identification
      SOAHOLD – Student, Overall, Hold
      SOQHOLD – Student, Overall, Query, Hold
      FPAREQN – Finance, Purchasing, Requisition
      FPIREQN – Finance, Purchasing, Inquiry, Requisition

Types of Pages

There are several different types of pages in Banner – two of the page types that you need to become familiar with are:

➢ List pages – lists rows and rows of information and are not associated with a particular ID or item. You will want to use the Banner Filter function when using these pages to retrieve information.

➢ Key block pages – retrieve information about a particular ID or item. After entering or retrieving the ID or item number in the key block, you will need to navigate to the Next Section of the page to view additional sections of information

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Important Concepts to Know:

- BANNER is case sensitive on many query pages

- **%** is the BANNER wildcard

- Many BANNER pages have several sections of information which you may or may not be able to see in one window

- **NEXT SECTION** and **PREVIOUS SECTION** move from section to section within a page (Next Section = Alt-PageDown; Previous Section = Alt-PageUp)

- Use **START OVER** to return to the "Key Block" of the page

- The **TAB** key is your friend – **TAB** moves forward one field at a time, and **SHIFT-TAB** moves backward one field at a time

- Most date fields have a Calendar feature – click your mouse

- All fields that have search functionality will have an ellipses (…) for you to click to open and view the query pages

- Banner **EXIT** button
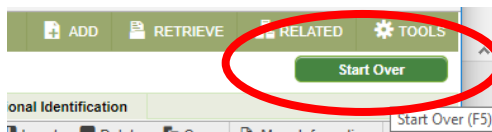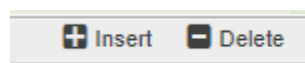
Common Commands / Functions
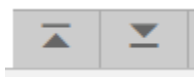
➢ Save (bottom right)
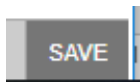
➢ Start Over (top right)
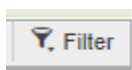
➢ Insert Record / Remove Record

Use the ↑ and ↓ arrow keys on your keyboard to navigate from record to record
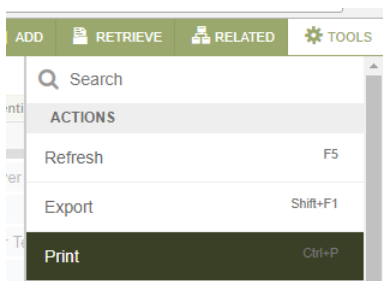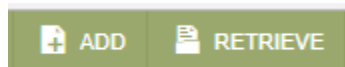
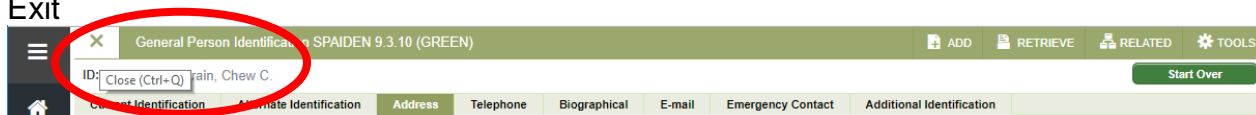➢ Previous Section / Next Section

➢ Enter Filter (works on any list)

➢ Print

➢ View / Add Xtender documents

➢ Exit

Application Navigation Toolbar

This toolbar will remain visible throughout your iBanner session:

- Dashboard – navigate to the Landing Page

- Applications – navigate to iBanner menus and your Personal menu

- Search – this is the same search function that is on the Landing Page

- Recently Opened – this lists the pages that you have accessed during this iBanner session

- Help – this links to the Help documents supplied by our vendor. Help documents for DU processing can be found by searching for the term Banner in MyDU

- Sign Out – exit your current iBanner session.
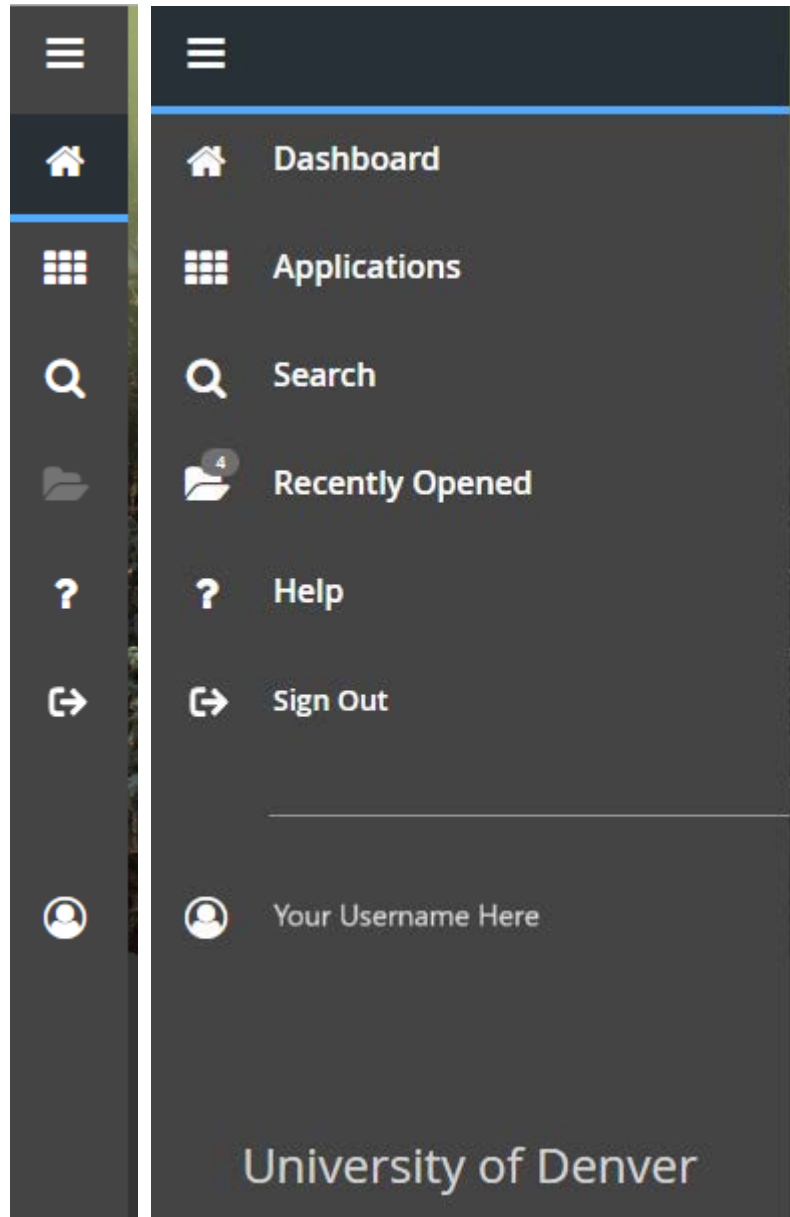
- Identity icon – this is also where you can view any messages that have come from the Banner Finance approval process.

Related Menu

➢ You can access the Related Menu from the Menu Bar in the top right area of the page. It will display other pages that you may (or may not) have access to with related information:

ADD	📄 RETRIEVE	📠 RELATED	⚙ TOOLS

🔍 Search

Student Mail [SUAMAIL]

All Learner Curricula [SOILCUR]

Graduation Application [SHAGAPP]

Degrees and Awards [SHADEGR]

Assign Advisors to Student [SGAADVR]

Student Cohorts and Attributes [SGASADD]

High School Information [SOAHSCH]

Prior College Information [SOAPCOL]

Sports Participation by Term [SGASPRT]

View Students Schedule of Classes [SFAREGQ]

Term Course Maintenance [SHAINST]

Tools Menu

You can access the Tools Menu from the upper right area of the screen. This menu contains some action functions along with navigation to other sections of the page. Additionally you can navigate to Xtender documents from this menu, and there is an option to change your display.

- o Actions
- o Options
- o Banner Document Management
- o Page Layout
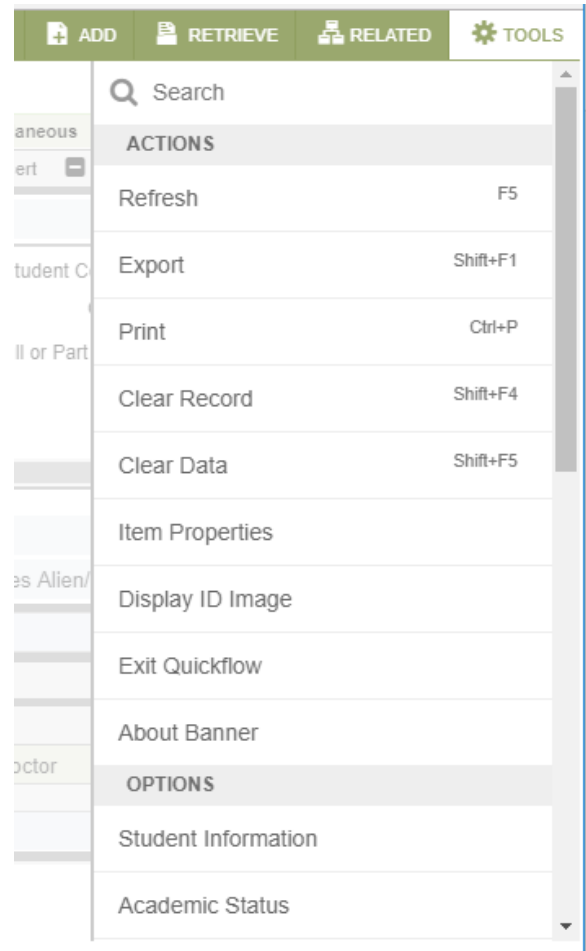
Once you are set up to use the Banner system, login to MyDU for Banner documentation and other Banner information
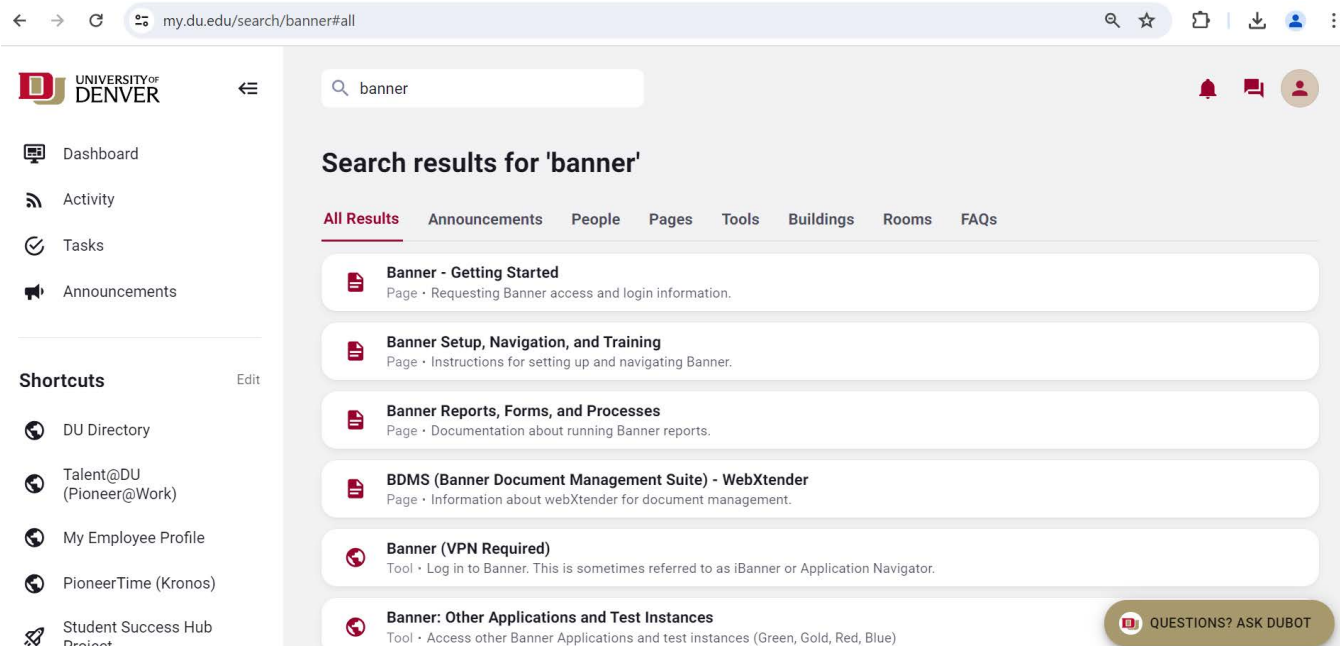
➢ Self-paced Banner trainings are also available in Talent@DU

• Start with MyDU and navigate to Talent@DU
• From Talent@DU landing page, select "Get Started" > Search "iBanner"

Important Pages:

Search for a person: GUASYST – SOAIDEN – SOAIDNS

Search for a company: SOACOMP

Change Password: GUAPSWD

Personal Menu: GUAPMNU

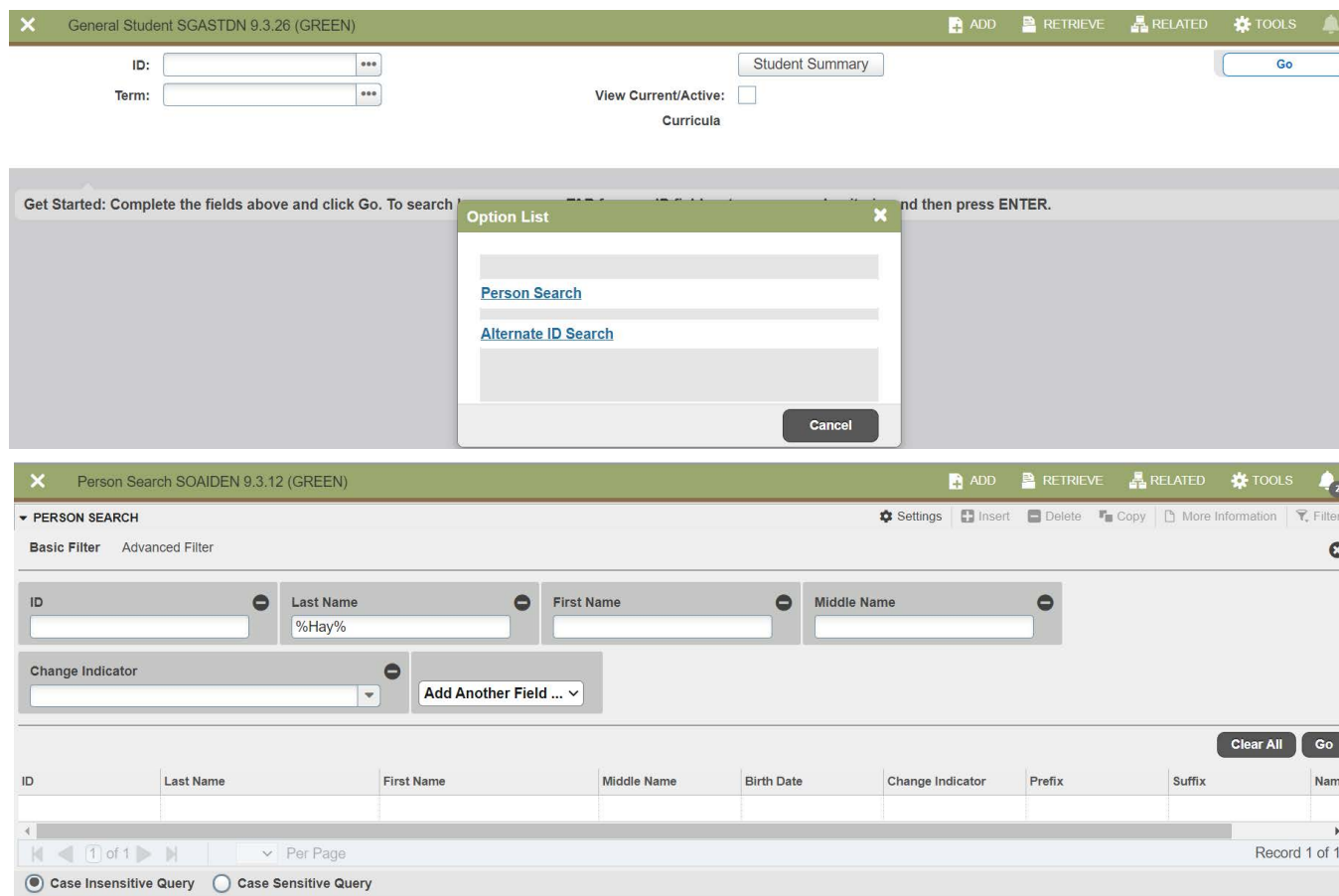## Search for a Person from any Banner "Person" Page

1. Search existing records to determine if the person already exists in the database.

2. This search method will work from any Banner Person page, for example, GUASYST, SPAIDEN, SGASTDN, PZAINFO.

GENERAL

DU wants to prevent multiple person records within the Banner system. You may use this search method with the GUASYST page, or from any Banner Person page.

STEPS

1. Click the ellipses (...) if you do not know the DU ID. Selecting Person Search will bring you to SOAIDEN where you can perform a general search. Here you can enter part of the name in the name fields. Be sure to include the % sign for uncertain spellings. Press **TAB** or **ENTER** to execute the first part of the search.

2. You can also use the Advanced Filter for a more robust search:
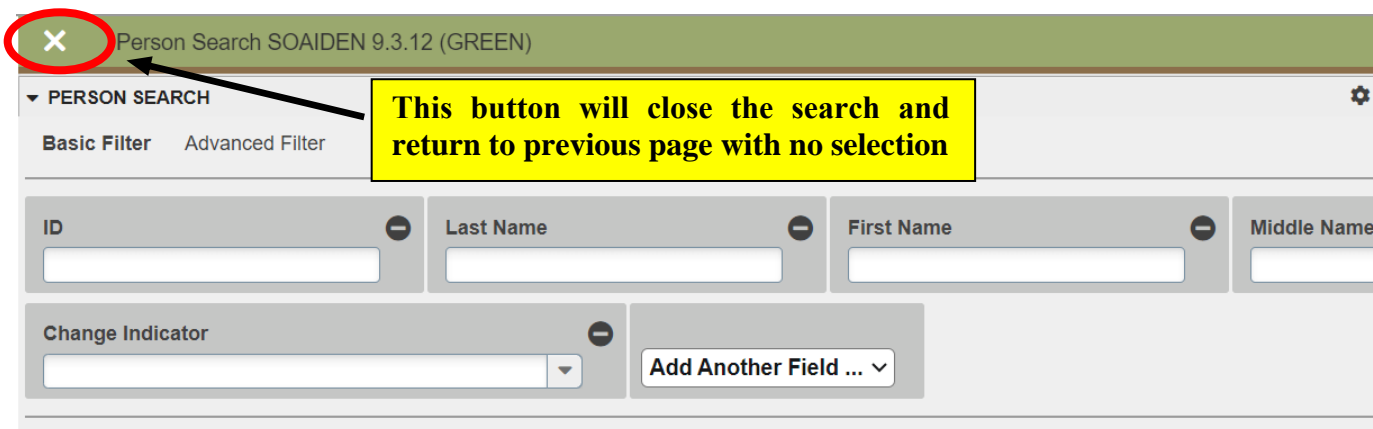
After entering the criteria, either click the search button or press the **F8** function key. You will see the returned results if you click "Press to See Results" button. Either use your **arrow** keys and the **Enter** key, or use your mouse to select the correct person.

3. If you can't find the person you are looking for and would like to return to the original page, press X button in the upper left to return with no selection:

How to Create a MyBanner Menu

1. Navigate to the Banner Page, **GUAPMNU**

2. Position your cursor on the right side of the page – it should be on a blank line in the **Object** column

> ➢ **Position your cursor on a blank line on the right side of the page in the Object column**
> ➢ **Enter the page name, for example, GUASYST**
> ➢ **Press F10, or press the Banner SAVE button**
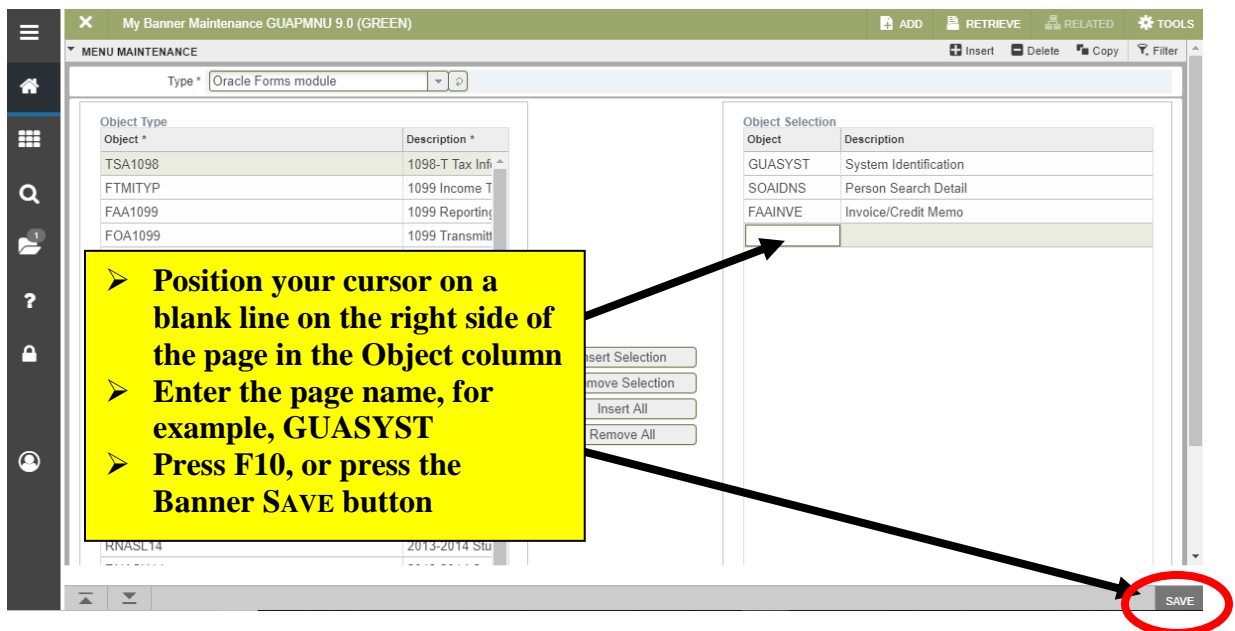
3. Enter the page name; for example **GUASYST**

4. Press the Down Arrow key ⬇

5. Repeat from step #2 until all the pages you'd like are listed

6. Press the Banner **SAVE** button, or press **F10**

7. Press the Banner **EXIT** button to return to the main Banner menu

> **Banner EXIT button**

Press the **LOGOUT** button to exit all the way out of Banner.

8. The next time you login to iBanner you will be able to access your Personal Menu from the "My Banner" Menu.

Personal Menu will display if you click on MY BANNER

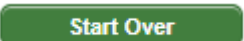|			
CONCEPTS/ FUNCTIONS	%	Banner Wildcard	Use when searching to replace letters you are unsure of – for example, Johns%n
	Go or Alt-PgDn	Go	Navigate from Key Block of Page to an information section of the Page
	or Alt-PgDn	Banner Next Section	Go to the Next Section of the current page
	or Alt-PgUp	Banner Previous Section	Go to the Previous Section of the current page
	Start Over or F5	Banner Start Over	Go to the Key Block of the current page to search for a new person, company, term,
	X or Ctrl-Q	Banner Exit	Exit the current page. NOTE: If you click on a button that takes you to a different page you will need to "Exit" to return.

TYPE OF PAGE	PAGE NAME	MENU ACCESS	INFORMATION
	GUAPMNU	My Banner Organize My Banner	**Personal Menu Maintenance Page** – Create/Modify Personal Menu

	GUASYST	General System
		    System Functions/Administration
		        Miscellaneous General
			System Identification Page – Summary information about person or non-person ID

	GUAMESG	General System
		    System Functions/Administration
		        Miscellaneous General
			General Message Page – View/Maintain system messages regarding Banner Finance disapprovals

TYPE OF PAGE	PAGE NAME	MENU ACCESS	INFORMATION
PERSON/ NON-PERSON Everyone can access	SOAIDEN	Student System Student System Management	**Person Search Page** – DU ID Number, Name, Birthdate
	SOACOMP	Student System Student System Management	**Non-Person Search Page** – Non-person search – DU ID Number, Organization Name
PERSON/ NON-PERSON Student can access	SPAIDEN	Student System General Person	**Identification Page** – DU ID Number, Name, Address
	SOAIDNS	Student System Student System Management	**Person Search Detail Page** – DU ID Number, Name, Birthdate, Registration Summary, General Student Summary, Address
	SZAINFO	Student System DU Student Page Menu	**DU Student Directory Information Page** – DU ID Number, Name, Birthdate, Address, Telephone, Email, General Student Summary, Terms Registered, Degree Status, Activities & Sports
	SZAFRPA	Student System DU Student Page Menu	**DU Information Release Page** – DU ID Number, Name, Release Dates, Information that can be released, Who information can be released to, Purpose
FINANCE VALIDATION TABLES Finance can access	FTVFUND	Finance System Chart of Account Codes Chart of Accounts Maintenance/Query	**Fund Code Validation Page –** Fund Code, Fund Type, Title, Data Entry, Status, Effective Date, Termination Date
	FTVORGN	Finance System Chart of Account Codes Chart of Accounts Maintenance/Query	**Organization Code Validation Page –** Organization Code, Title, Data Entry, Status, Effective Date, Termination Date
	FTVACCT	Finance System Chart of Account Codes Chart of Accounts Maintenance/Query	**Account Code Validation Page –** Account Code, Title, Type, Data Entry, Status, Effective Date, Termination Date
	FTVPROG	Finance System Chart of Account Codes Chart of Accounts Maintenance/Query	**Program Code Validation Page** – Program Code, Title, Data Entry, Status, Effective Date, Termination Date