

Banner Student Module

**Internet Native Banner for
Administrative Departments**



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Introduction

Banner is a fully integrated suite of administrative software applications developed by Sungard Higher Education (Sungard HE) and used specifically by higher education to manage business operations. Internet Native Banner, or INB, is an entirely web-based delivery of Banner forms used for connections to the Banner databases. INB is used to manage students, accounts receivable, financial aid, finance, and human resource information. The Student INB forms will replace the current SIS PLUS system.

Timeframes and Deadlines

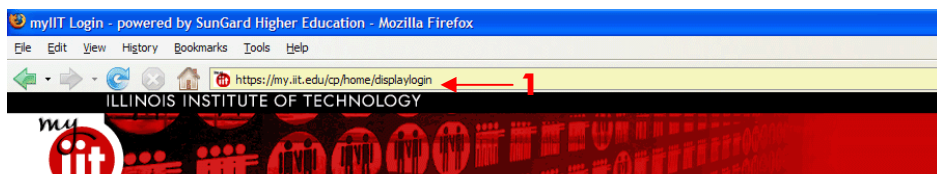
The transition from SIS PLUS to INB Student will take place in several stages during summer 2008.

- Effective **June 10, 2008** fall 2008 registration data in Web for Faculty will be frozen. Faculty and students will be able to view data, but no further registration changes or updates will be made in the system.
- Between **June 10 and June 23, 2008** student data will be migrated into the Banner system.
- **June 23, 2008**
 - Faculty Self-Service tools will be live on the *Teaching* tab of the myllT portal.
 - Student registration tools will also be live on the *Academics* tab of the myllT portal.
 - Authorized users will be able to access their INB accounts through the myllT portal.
 - All fall registration transactions will be completed in Banner.
- **August 2008** final Summer 2008 grades will be moved from SIS into Banner and will be viewable through the myllT portal channels.

Signing Onto MyIIT and Internet Native Banner

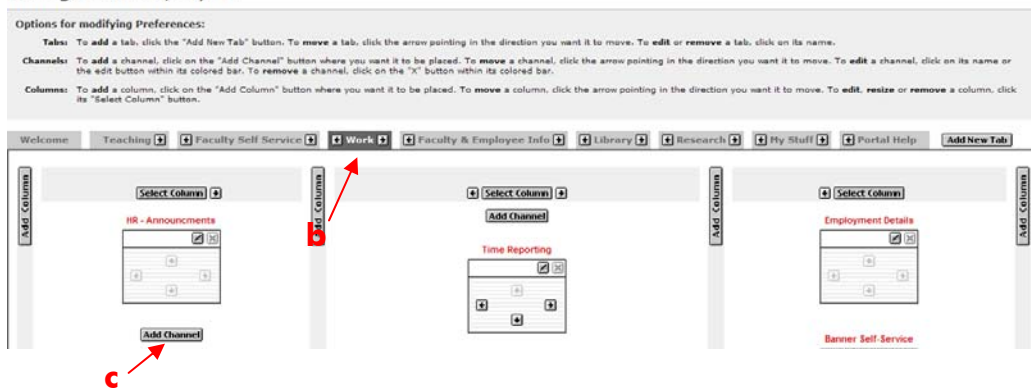
To access INB you need to log on to the myIIT portal. Because of the sensitive nature of academic and personal information that is available through the portal, you should not share your portal password with anyone. It is also important to log off the system when you have finished.

1. Using the Internet, access the **myIIT portal** at: <http://my.iit.edu>
2. Enter your **portal username and password** – your iit.edu email username and password.



3. You will need to add the Banner SSO channel in your portal:
 - a. Click the **Content/Layout** link
 - b. Select the tab where you want to place the channel (for example, the **Work Tab**)
 - c. Click an **Add Channel** button

Manage Content/Layout



Manage Content/Layout

Steps for adding a new channel:

1. Select a category:

Banner Channels **d**

1a. Select a subcategory:
 Select a subcategory from "Banner Channels".
 - or -
 Select a channel from step 2.

- Select Subcategory -

2. Select a channel:
 Category: **

b@iit Training
 Banner Self-Service
 Banner SSO **e**
 Download JINIT

** List does not include channels in subcategories

3. Add the selected channel: **f**

- d. Select **Banner Channels** and click **go**
- e. Select **Banner SSO**
- f. Click **Add Channel**
- g. Click **back to Work Tab** link on the upper left side of your screen



g

Access Internet Native Banner through this Channel by selecting INB from the dropdown menu.

Banner SSO

Select a Site...

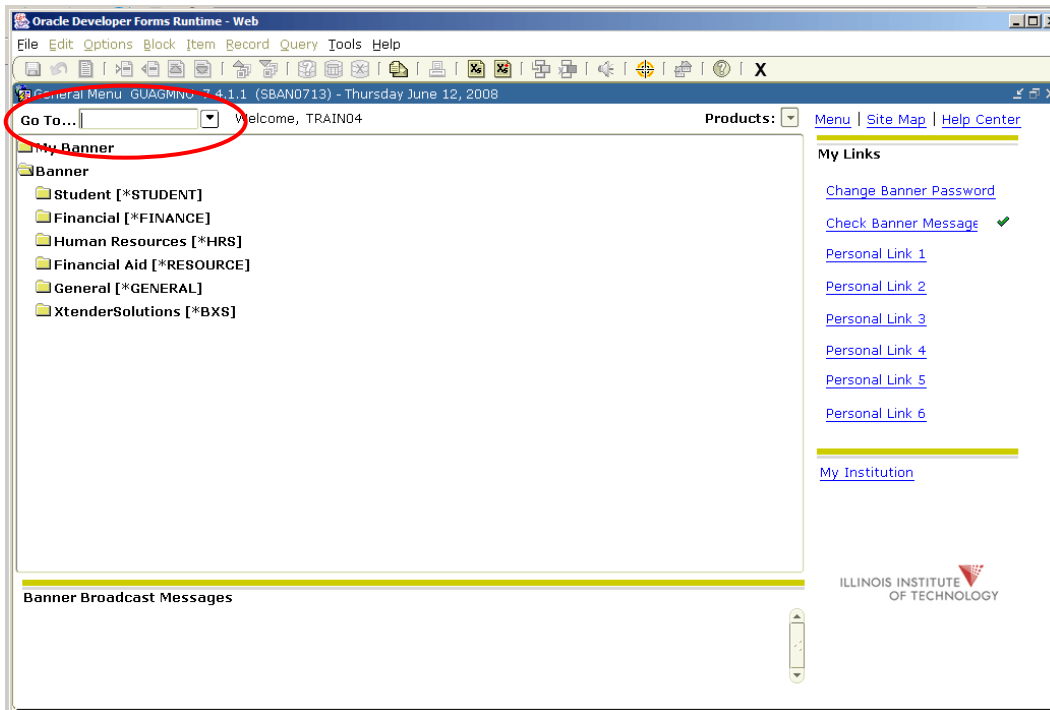
Select a Site...
 SSR
 INB

Please note that if you have not previously installed the j-initiator tool on your computer, you will need to do so to use INB. See the J-initiator channel in myIIT.

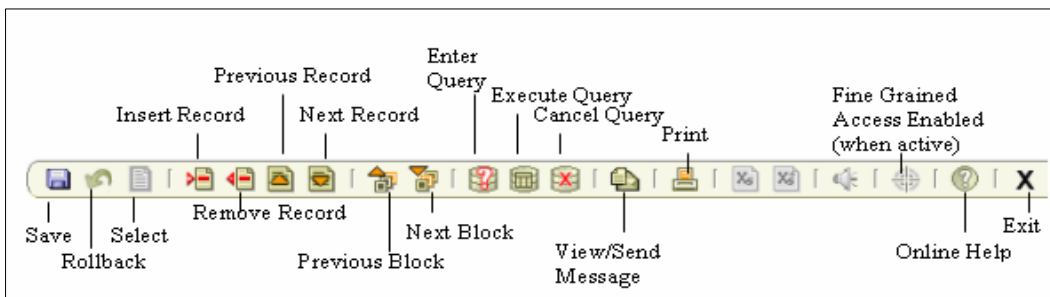
Basic Navigation

The first Banner screen you will see is the General Menu. The main menu is the starting point for navigating through Banner. You can use the menu structure to access a form, query or menu. Or you can use Direct Access to go to a specific

form if you know the form's name. To access a Banner form directly type the form name in the **Go To...** field and press the **[Enter]** key on the keyboard.

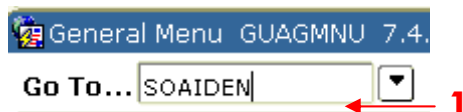


Toolbar Icons



Person Search

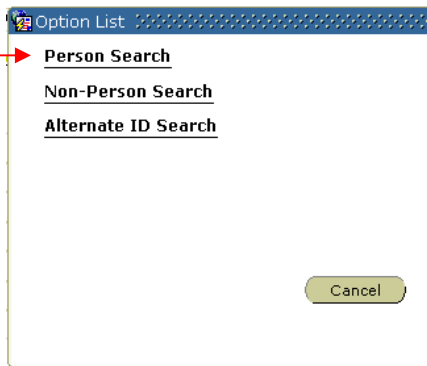
1. To go directly to a person search open the Person Search form by typing **SOAIDEN** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.



The SOAIDEN form can be accessed from most Banner forms by clicking the arrow next the ID field.



From the Option List that pops up click **Person Search**.

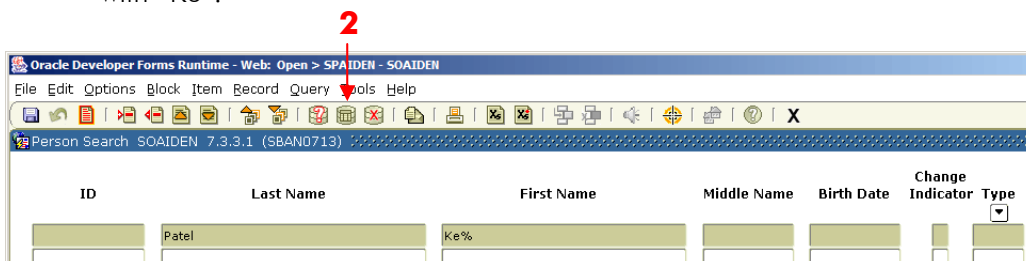


If you know the student's ID enter it in the ID field and click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

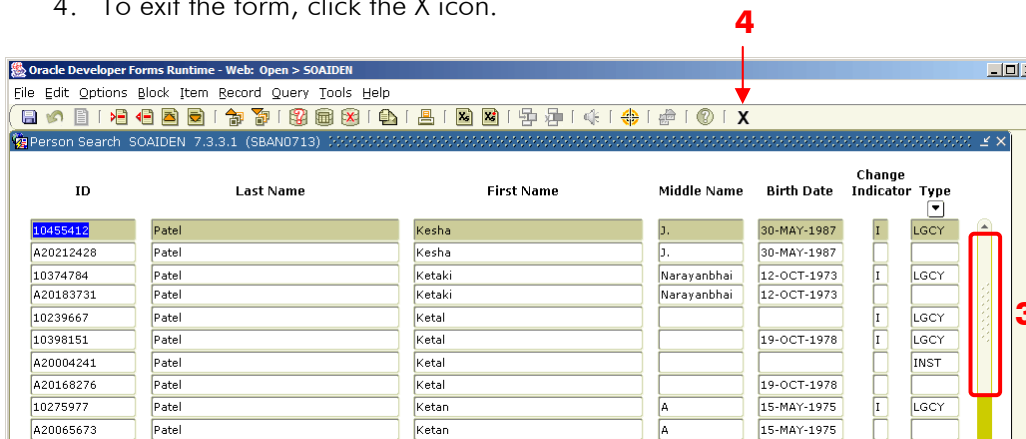
To search for a student by name enter their first or last name in the appropriate field and click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

To search with a partial name use the Oracle wildcard **%** to represent any number of unspecified characters.

In the example below the last name **Patel** is entered with **Ke%** in the First Name field to search for all IDs with last name Patel and first names that start with "Ke".



2. Once the search is entered, click the **Execute Query** icon on the toolbar (or F8 on your keyboard).
3. Scroll to the desired name and ID and click. The next form you use will be populated with this ID and name.
4. To exit the form, click the X icon.

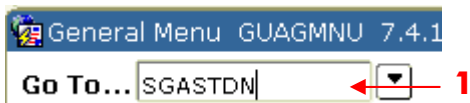


Searching Student Information

View a Student's Majors, and Class Level Attributes by Term

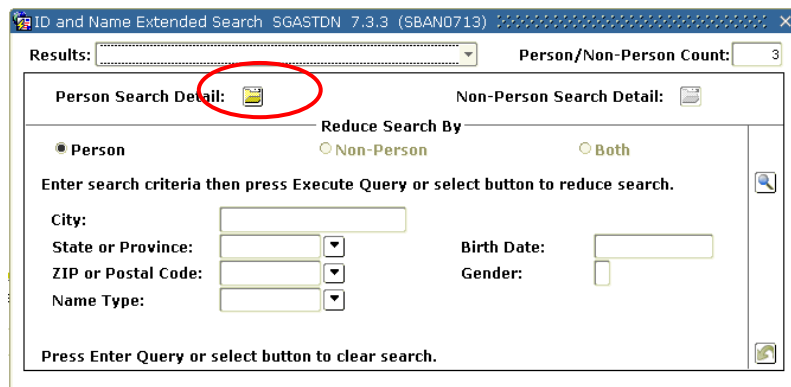
Use the General Student form (SGASTDN) to view current information about a student including their status, level, college, primary and secondary programs, class level attributes, admit term, admit type, major, department, concentration, minor, residency, student type, and veteran information.

1. Open the General Student form by typing **SGASTDN** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.



2. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form.

In the Extended Search Box click the Person Search Detail icon to view the list of all students that meet your search criteria. Form more information on people searches go to the SOAIDEN instructions on page 5.



5. Press the **[Tab]** key on the keyboard to navigate to the **Term** field and type the term code.
6. Click the **Next Block** icon on the toolbar to populate the First Information block.

View a Student's Academic Standing

1. Follow the instructions above to access the **SGASTDN** form. To view a student's academic status click the **Academic and Graduation Status...tab**

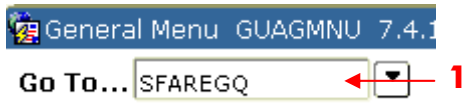
2. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.

Curricula Summary and Field of Study Summary Sections:

This blocks display program information for all programs the student is admitted to.

View a student's schedule

1. Open the Registration Query form by typing **SFAREGQ** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.



2. Enter the term you are searching for.
3. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the name field and type the student's name (Example: Last, First) and press the **[Enter]** key on your keyboard.
4. Click the **Next Block** icon to view the student's registration.

Registration Query SFAREGQ 7.3.2 (SBAN0713)

Term: 200910 Registration From Date: Registration To Date:

ID: A20007132 Crispino, John A.

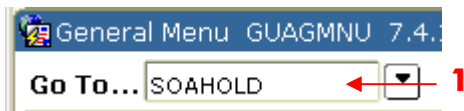
Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
200910	10803	COM	309	1	WD	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1350	1505
Part of Term:		1	Campus:		MC	Start Date:		21-AUG-2008		Instructional Method:		TR				
Grading Mode:		S	Building:		SH	End Date:		13-DEC-2008								
Credit Hours:		3.000	Room:		204	Instructor:		Pulliam, Gregory					<input checked="" type="checkbox"/> Primary			
200910	10947	MATH	152	2	RE	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1115
Part of Term:		1	Campus:		MC	Start Date:		21-AUG-2008		Instructional Method:		TR				
Grading Mode:		S	Building:		SB	End Date:		13-DEC-2008								
Credit Hours:		5.000	Room:		107	Instructor:		Sitton, Susan					<input checked="" type="checkbox"/> Primary			
						N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1515	1630
Part of Term:			Campus:			Start Date:		21-AUG-2008		Instructional Method:						
Grading Mode:		S	Building:		SB	End Date:		13-DEC-2008								
Credit Hours:			Room:		112F	Instructor:		Sitton, Susan					<input checked="" type="checkbox"/> Primary			
Co-op Education:				Total Credit Hours:		11.000		Total CEU Hours:		.000						

Term Code: Record: 1/4

HINT: Use arrow keys to scroll through classes

View a student's holds

1. Open the Hold Information form by typing **SOAHOLD** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.



2. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the name field and type the student's name (Example: Last, First) and press the **[Enter]** key on your keyboard.
3. Click the **Next Block** icon to view if the student has any holds.

Hold Information SOAHOLD 7.3 (SBAND0713)

ID: A20007132 John A Crispino

Hold Details

Hold Type: AR	Bursar Hold	Reason: Tuition Overdue	Release Indicator: <input checked="" type="checkbox"/>	JCRISPIN
Amount:	From: 16-JUN-2008	To: 31-DEC-2099	Origination Code:	
Hold Type: IN	International Office	Reason:	Release Indicator: <input type="checkbox"/>	JCRISPIN
Amount:	From: 16-JUN-2008	To: 31-DEC-2099	Origination Code: CONV	Converted from Plus
Hold Type: HH	Health Hold	Reason: Immunization Form Needed	Release Indicator: <input type="checkbox"/>	JCRISPIN
Amount:	From: 02-JUN-2008	To: 16-JUN-2008	Origination Code:	
Hold Type:		Reason:	Release Indicator:	
Amount:	From:	To:	Origination Code:	
Hold Type:		Reason:	Release Indicator:	
Amount:	From:	To:	Origination Code:	
Hold Type:		Reason:	Release Indicator:	
Amount:	From:	To:	Origination Code:	

Hold Type Code, press LIST for valid codes.
Record: 1/3

All holds will be displayed check the end date (To: field) to determine if the hold is still active.

4. To remove a hold, enter the end date in the **To:** field.

5. When you are finished click the **Save** button.

Hold Information SOAHOLD 7.3 (SBAND0713)

ID: A20007132 John A Crispino

Hold Details

Hold Type: AR	Bursar Hold	Reason: Tuition Overdue	Release Indicator: <input checked="" type="checkbox"/>	JCRISPIN
Amount:	From: 16-JUN-2008	To: 31-DEC-2099	Origination Code:	

View Student Visa Information

1. Open the International Information Form by typing **GOAINTL** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.
2. Enter the student ID number and select **Next Block**
3. Student Visa Type and other information will appear

International Information GOAINTL 7.5 (SBA)

Enter Student ID: D99999999 Any Student

View Visa Information

Visa Information

Visa Type: Academic Student

Visa Number: 0

Nation of Issue: IN India

Issuing Authority:

Port of Entry:

Sequence Number: 1

Number of Entries: Entry

Date Requested:

Date Issued:

Start Date: 01-JAN-2099

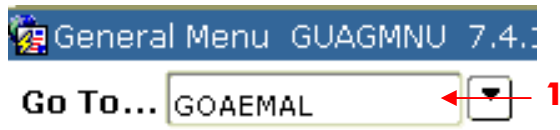
End Date: 01-JAN-2099

Document	Description	Source	Description	Date Requested	Disposition	Date Received
				16-JUN-2008	Pending	

Looking up Student Contact Information

View a Student's Email Address

1. Open the Email Address Form by typing **GOAEMAL** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.



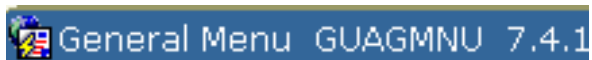
2. Enter the student ID number and select **Next Block**
3. Student email addresses will appear.

 A screenshot of the Oracle Developer Forms Runtime web interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > GOAEMAL [Q]". The browser address bar shows "E-mail Address GOAEMAL 7.4 (BANR)". The main form area has an "ID:" field with "A20008431" and "Keren L. Fiorenza" next to it. Below this is a section titled "E-mail" which is enclosed in a red rectangular box. This section contains two email records. The first record shows "E-mail Type: IIT email", "E-mail Address: fiorenza@iit.edu", and "Activity Date: 07-DEC-2007". The second record is partially visible below. A red arrow with the number "3" points to the "E-mail" section. A red arrow with the number "2" points to the "ID:" field.

All email addresses on record will be displayed. The iit.edu email address should always be checked as preferred.

View a Student's Telephone Number

1. Open the Telephone Form by typing **SPATELE** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.




Go To... SPATELE  1




2. Enter the student ID number and select **Next Block**
3. Student telephone numbers will appear.




3




Oracle Developer Forms Runtime - Web: Open > SPATELE [Q]
 File Edit Options Block Item Record Query Tools Help
 General Person Telephone SPATELE 7.0 (BANR)

ID: A20008431  Fiorenza, Keren L.

Telephone

Telephone Type: **CAMP**  Campus Phone Telephone: 312 - 1234567 Primary
 International Access:
 Comment:
 Address Type: **CM**  Campus Mail Sequence: 1  Activity Date: 28-NOV-2007

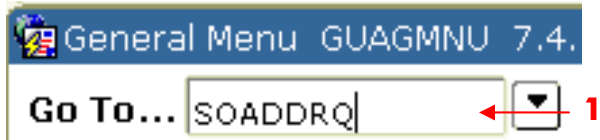
Telephone Type: **PR**  Permanent Phone Telephone: 773 - 1234567 Primary
 International Access:
 Comment: 773-123-4567
 Address Type: **PR**  Permanent Sequence: 1  Activity Date: 18-FEB-2008

Telephone Type: **FAX**  Phone line connected to Telephone: 312 - 1234567 Primary
 International Access:
 Comment:
 Address Type: **CM**  Campus Mail Sequence: 1  Activity Date: 28-NOV-2007

All telephone numbers on record will be displayed as well as type campus, permanent, etc.

View a Student's Addresses

1. Open the Address Form by typing **SOADDRQ** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.



2. Enter the student ID number and select **Next Block**
3. Student telephone numbers will appear.

Oracle Developer Forms Runtime - Web: Open > SOADDRQ

File Edit Options Block Item Record Query Tools Help

Address Summary SOADDRQ 7.0 (BANR)

ID: A20008431 Keren L Fiorenza

Address Type: AP **Street Line 1:** 123 Main Street
Sequence Number: 1 **Street Line 2:**
Source: **Street Line 3:**
City: Chicago **State or Province:** IL
Nation:

Address Type: CM **Street Line 1:** MTC
Sequence Number: 1 **Street Line 2:**
Source: **Street Line 3:**
City: Iit Campus Mail **State or Province:** IL
Nation: US United States

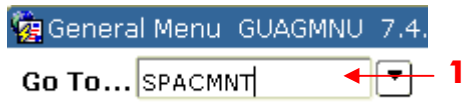
Address Type: PR **Street Line 1:** 123 Main Street
Sequence Number: 1 **Street Line 2:**
Source: **Street Line 3:**
City: Chicago **State or Province:** IL
Nation: US United States

All addresses on record will be displayed as well as type:
Accounts Payable, Campus, Permanent, etc.

Add a comment to a student's record

Advisors will have access to add comments on a student in the Person Comment form (SPACMNT).

1. Open the Person Comment form by typing **SPACMNT** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.



2. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the name field and type the student's name (Example: Last, First) and press the **[Enter]** key on your keyboard.
3. Click the **Next Block** icon to enter the comment.

4. Select **Insert Record** to add a comment.
5. Input required information by clicking on the arrow next to each field and selecting the appropriate content from the list.
6. Click in the **Comments** box and type in your comments.
7. Click **Save** before exiting the form.