

Banner Training Workshop

Technology and Administrative Services: Using Banner for Diagnosing Issues

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Descriptive Information

Course Title: Diagnosing Logon Account Issues Via. Banner

General Description and Purpose:

This workshop explains/demonstrates how the staff in the Division of Communication and Information Technology (CIT) can assist in providing effective customer service by answering questions via the use of Banner Forms.

The purpose is to aid the staff in diagnosing logon account issues regarding accessing myTSU and Banner Services.

Prerequisite: Access to Internet Native Banner (INB) – Inquiry to specific Banner Forms Only.

Duration of Course: 1 Hour or less

Target Audience: Designated staff in CIT

What is Banner?

Banner Student brings together administrative and academic functions to make it easier to manage data while giving students, faculty, and staff secure online access to the information they need. This is a product of SunGard Higher Education.

Logging into Internet Native Banner (INB)

Access TSU homepage Go to: http://orbiter.tnstate.edu:9099

This is the Login menu: Click on Production Database [PROD]

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	TENNESSEE State University	
	Internet Native Banner (INB)	
	Production Database [PROD]	
	(INB pages are best viewed with 1024 x 768 resolution)	
	Banner 7 Bookshelf	
	Bookshelf	
(Boo	kshelf text searches require Adobe Reader version 7 or Adobe Professio	nal)

This is the logon dialog box. Enter the username and password. Click on Connect.

If this is your first time logging on, your password has been set to your T Number. Logon, change the password to something you can remember-six or more characters.

Logon accordences conservations	×
Username:	
Password:	
Database:	
Connect Cancel	

You have successfully entered **BANNER LAND**



Access Forms by entering your selection in the "GO TO" box and hit the enter key

The Main Menu provides an overview of the menus, forms and jobs on Banner. Use the Main Menu to navigate through Banner.

Definitions of Banner Forms

You have inquiry to the following Banner Forms:

SOAHOLD Registration Holds and Clearances Form - Holds may prevent registration or graduation, or prevent the production of transcripts, enrollment verification documents, and grade mailers. The hold has been cleared if the "To: Date field" is less than 31 Dec 2099. SAAACKL Admissions Checklist Summary - The Application Checklist information is used to review and to verify receipt of items associated with an admissions application. The student has been fully accepted if "CC Accepted" appears in the Decision filed. Any other codes—HS, AM, I, etc., the student should be referred to the Admissions Office. **SFAREGQ** Student Registration Form - The Registration Query Form (SFAREGQ) provides an online view of a student's schedule. The form is query-only and will display all registered courses and related information for the term. **TSAAREV** Account Detail Review Form – Is used to enter and review charges and payment information on a student's account. The balance of the account and the current amount due are calculated and displayed on the last line of this form. Any changes to the account information will modify the balances. **Banner Terms** Terms are defined as year/semester/code Veen Comparton Cada Ta

rear	Semester	Code	<u>1 erm</u>
2008	Fall	80	200880
2009	Spring	10	200910
2009	Summer	50	200950

Accessing Information

- 1. Enter Form Name (see list of definitions) in the GO TO Field
- 2. Enter term if required
- 3. Enter the student's T# (T0016082) or SSN, which convert to T#, Name will appear
- 4. Hit next block, information will display

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Inquiry to Various Forms

A. SOAHOLD Registration Holds and Clearances Form - Holds may prevent registration or graduation, or prevent the production of transcripts, enrollment verification documents, and grade mailers. The hold has been cleared if the "To: Date field " is less than 31 Dec 2099.

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Hold Type: Amount:	D2 P /D Advisement	Reason:] To:	15-DEC-2008	Origination Code:	Release Indicator	LROBARE
Hold Type: Amount:	AR Can not register at this time From: 16-SEP-2008	Reason:] To:	15-DEC-2008	Origination Code:	Release Indicator	MDUGGER

B. SAAACKL

Admissions Checklist Summary - The Application Checklist information is used to review and verify receipt of items associated with an admissions application. The student has been fully accepted if "CC Accepted" appears in the Decision filed. Any other codes—HS, AM, I, etc., the student should be referred to the Admissions Office.

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Priority Program Level College Ca 1 BS-ASCI UG AS	mpus Degree Catalog Term BS 200880	Type: MAJOR Code: A	dy sci Department: Asci 👙						
Application Checklist									
Admission Request Code	Received Date Item	Item Description	Mandatory Print Indicator Indicator						
AFEE Application Fee	27-MAY-2008 FEE PAID	25.00 check							
First Request: 📃 🔳	Count:	Generated by System: Yes No	Date: 05-JUN-2008						
Last Request: 🔤	Deadline:	Checklist Origin: BASELINE	Status:						
HST1 High School Transcript									
First Request:	Count:	Generated by System: 🔍 Yes 🔍 No	Date: 05-JUN-2008						
Last Request:	Deadline:	Checklist Origin: BASELINE	Status:						
HSTF Final High School Transcript	05-JUN-2008 430155	Bolivar Central High School							
First Request:	Count:	Generated by System: Yes No	Date: 05-JUN-2008						
Last Request:	Deadline:	Checklist Origin: BASELINE	Status:						

C. SFAREGQ Student Registration Form - The Registration Query Form (SFAREGQ) provides an online view of a student's schedule. The form is query-only and will display all registered courses and related information for the term.

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D. TSAAREV Account Detail Review Form – Is used to enter and review charges and payment information on a student's account. The balance of the account and the current amount due are calculated and displayed on the last line of this form. Any changes to the account information will modify these balances.

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A048	Unsub Loan Eft 1	200910		2,282.94	-1,841.44	F 08-	JAN-2009				
A046	Sub Loan Eft 1	200910		1,732.50	.00	F 08-	JAN-2009				
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FGAC	General Access Fee	200910	22.00		.00	R 15-	·DEC-2008				
FDBT	Debt Service	200910	9.00		.00	R 15-	DEC-2008	12			
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FGAC	General Access Fee	200910	36.00		.00	R 15-	·DEC-2008				
FDBT	Debt Service	200910	24.00		.00	R 15-	·DEC-2008				
TUGM	Undergraduate Maintenance	200910	189.00		.00	R 15-	·DEC-2008				
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