Banner Training Workshop

University Post Office:
Using Banner for Campus Boxes

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Descriptive Information

Course Title: Entering & Tracking Campus Post Office Boxes in Banner

General Description and Purpose:

This workshop explains/demonstrates how the staff in the University's Post Office can enter and track students' campus mail boxes via the use of Banner Form.

The purpose is to enter box numbers in Banner for each enrolled student for tracking and reassigning of numbers once students leave the institution.

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

Duration of Course: 1 Hour or less

Target Audience: Designated staff from the Post Office.

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.

Employee Confidentiality-Security Agreement Form

All persons attending a Banner Training Workshop must sign the Employee Confidentiality-Security Agreement Form.

Logging into Internet Native Banner (INB)

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

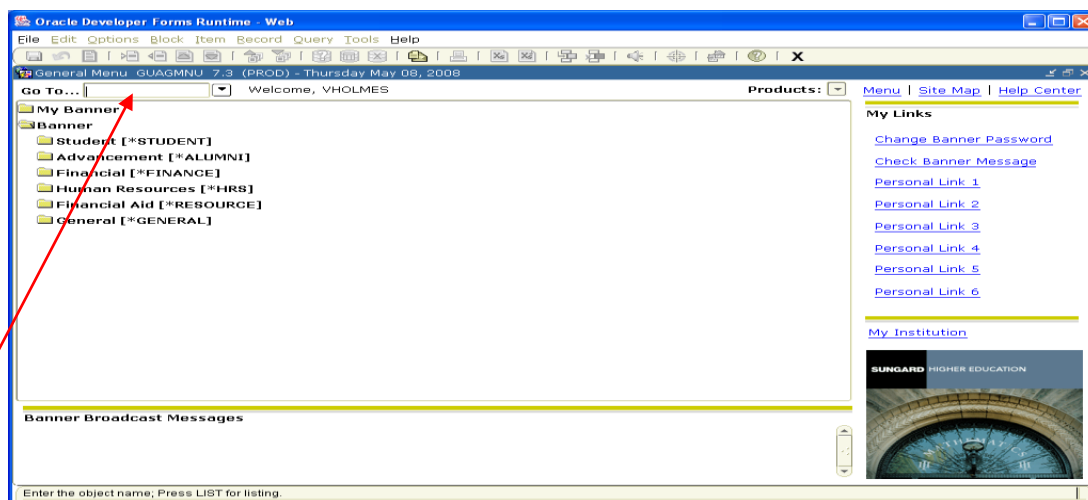**This is the Login menu: Click on Production Database [PROD]**

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.

You have successfully entered <u>**BANNER LAND**</u>

Access Forms by entering your selection in the "GO TO" box and hit enter key. Use the F5 key to navigate between forms. This key is to be use when changing forms.

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

SPAIDEN   **General Person identification** - The General Person Identification Form (SPAIDEN) is used to capture biographic/demographic information for all students associated with the institution. This form will be used to establish/enter campus boxes and local campus addresses for students.

SOAIDEN   **Person Search -** The Person Search Form may be accessed from all forms that require an ID number in the Key Information. This form may be used to determine the correct ID number for a person using the query capabilities of the system.

SOADDRQ   **Address Summary -** Use this form to display all address information associated with a student. Addresses are displayed in the following order: all active or current addresses in type order, then future addresses in type order, followed by all inactive addresses ordered by type, from date, to date, and status. This form is query only, and fields on SOADDRQ cannot be changed.

SFAREGQ   **Student Registration Schedule -** 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.

Banner Terms
Terms are defined as year/semester/code

Year	Semester	Code	Term
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 black, information will display
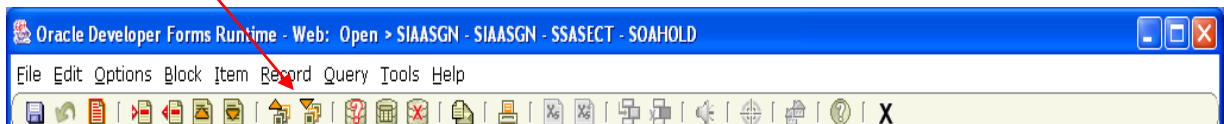
Inquiry to Various Forms

A. SPAIDEN **General Person identification** - The General Person Identification Form (SPAIDEN) is used to capture biographic/demographic information for all students associated with the institution. This form will be used to establish/enter campus boxes and local campus addresses for students.

Enter SPAIDEN in the GO TO Field and hit return, the cursor is blacking in the ID: field.

- **If you have the student's T # enter it. If correct, name will appear.**

    a.   **Click the next block button, information will appear.**

    b.   **Click Address Tab ONLY. Address information will appear.**

    c.   **Click Record Tab, Click Insert within the list, blank fields will appear.**

    d.   **Click Address Type "Search button ▼", Select "CA" and hit OK**

    e.   **Enter the following required information:**
        1. **Street Line 1 – P. O. Box #**
        2. **City – Nashville**
        3. **State/Provence – TN and/or etc.**
        4. **Zip Code**
        5. **Telephone Type – Already populated.**
        6. **Hit save – Disk at top of form.**
        7. **To verify that data was saved, "Transaction complete: 1 record applied and saved" will appear at the bottom of the form in the action line.**

- **The following is a completely processed form.**

- **If you have the student's T #, conduct a name search by using the SOAIDEN form. Retrieve the T # and following the same procedure as listed above.**

B. SOAIDEN **Person Search -** The Person Search Form may be accessed from all forms that require an ID number in the Key Information. This form may be used to determine the correct ID number for a person using the query capabilities of the system.

- **Enter the student's last and first name.**
- **Hit the execute button at the top of this form and information will appear.**
- **You may also check for multiple names by entering the last name and first initial of the first name followed by a percent % sign and hit the execute button.**

C. SOADDRQ **Address Summary -** Use this form to display all address information associated with a student. Addresses are displayed in the following order: all active or current addresses in type order, then future addresses in type order, followed by all inactive addresses ordered by type, from date, to date, and status. This form is query only, and fields on SOADDRQ cannot be changed.

- **To review all address, move the scroll bar to view existing information.**

D. 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.

- This form displays the student's class schedule.