EXPLORING BANNER 9

UPGRADE OVERVIEW
APPLICATION NAVIGATOR
ADMINISTRATIVE PAGES

MODULE 2 — APPLICATION NAVIGATOR
Module 2 – Application Navigator

What we will cover:

• Logging in to Banner 9
• Landing Page
• Main Menu Panel
• Menu Icons
• Keyboard Shortcuts
• Three Ways to Access Admin Pages
To Launch Application Navigator

1. Open Google Chrome (preferred browser).

2. Enter the URL for Application Navigator at your institution.

3. The Banner 9 Login screen Appears.

4. Type your username and password into the appropriate fields and click Sign In.

A Note About Your Banner 9 Login

The username and password used for Banner 9 will be your SSO (Single Sign On) credentials. Unless your institution has previously enabled Single Sign On (SSO) for Banner 8, your Banner 9 credentials will be different than your Banner 8 credentials.
Application Navigator
Upon login, the Landing Page appears. The Landing Page allows you to navigate between Banner 9.x administrative pages, as well as Banner 8.x and Banner 9.x self service applications.

Reminder: What is called a form in Banner 8, is called a page in Banner 9.

If your institution has seamless navigation configured (most do not), you would also be able to navigate to Banner 8.x forms.
Main Menu Panel
The Main Menu Panel is “sticky”, and will always be available no matter where you are in the system. Next we will explore the Main Menu Panel Icons:

- Menu (or “Hamburger”) Icon
- Home Icon
- Applications Icon
- Search Icon
- Recently Closed Icon
- Online Help Icon
- Logout Icon
**Menu (or “Hamburger”) Icon**

1. Click on the **Menu** (or “Hamburger”) Icon to expand the Main Menu Panel. This icon is a toggle switch.

2. Click again to contract the Main Menu Panel.

3. Click a third time to expand the Main Menu Panel once again.

Note the thin blue line below the Menu Icon. This is a visual reminder of where you are in the menu. As you click different menu selections, the blue line will follow your last click.
Dashboard Icon
Click the Dashboard Icon. This menu item can be accessed from anywhere within the system and will always return you to the Landing Page.

Note how the thin blue line follows your last selection.
Applications Icon

1. Click the **Applications** Icon to display a submenu of applications to which you have access, such as Banner, MyBanner, Banner Self-Service, and Banner 9 Self Service Applications. We will explore how to use these menu items shortly.

2. Click **Back to Main Menu** to collapse the Applications Menu and return to the expanded Main Menu Panel.
Search Icon

1. Click the **Search** Icon to open the search dialogue box where you can enter any part of a page name or description to retrieve a list of matching pages.

2. Type the first three letters of the SPAIDEN form: **SPA**. As soon as three letters are typed, a list of matching forms is shown. As you continue to type, the list is further refined with each additional keystroke.

   We will experiment further with this option shortly.

3. Click **Back to Main Menu** to collapse the Applications Menu and return to the expanded Main Menu Panel.

**IMPORTANT:** The search is performed on menu data. If the page is not included on the menu (perhaps because the form is not enabled or you do not have access to it), it will not be included the search results.
The Recently Opened Icon
This icon will reveal a list of pages which you recently accessed. Since we have not yet displayed any pages, the icon is grayed out. We will take a closer look at this shortly.

The Help Icon
This icon displays online help for Banner 9 Administrative Pages and Banner 8.x Self Service Applications. Online Help is only available from within a page (not from the Landing Page).

The Lock Icon (Sign Out)
Click this icon to exit the system and log off.

Profile Icon
The Profile Icon displays the name of the user who is currently logged in.
Keyboard Shortcuts

1. Click the Keyboard Shortcuts button located in the lower right hand corner of the Landing Page. A pop up of keyboard shortcuts that can be used to navigate the Landing Page is displayed.

2. Click the X in the upper right hand corner of the pop up to close the shortcuts pop up.

Experiment with a Keyboard Shortcut available from the Landing Page

1. Press CTRL + M to display the Applications Menu.

2. Click Back to Main Menu to collapse the Applications Menu and return to the expanded Main Menu Panel.
**To Access Administrative Pages**

You have three options to access Administrative Pages from the Landing Page:

1. The Applications Menu
2. The Search Icon from the Main Menu Panel
3. The Search Field from the center of the Landing Page

Methods two and three work identically to each other. The search feature has been added to the Main Menu Panel so that it is available to you wherever you are in the system. The Search Field in the center of the Landing Page is there for convenience.
To Access a Page from the Applications Menu

In this example we will navigate through the Applications Menu to open the SPAIDEN form.

1. Click the **Applications Menu Icon** in the Main Menu Panel (Or press **CTRL + M**) to display a listing of applications that your institution licenses.

2. Click on the arrow marked **Banner >**.

3. Click on the arrow next to the desired Banner System: **Student >** to open a menu of modules/submodules.

4. Click on the arrow next to the desired Module: **General Person >** to bring up a list of Administrative Pages within that module.

5. Finally, click on the desired Page: **General Person Identification (SPAIDEN)**.
Administrative Pages

Note that the Main Menu Panel persists on all pages. When a new page is opened, only the keyblock is initially visible. Once you supply keyblock information and press GO, the remainder of the page will be presented. We will perform a detailed exploration of Pages, Menu Options, Field Controls, and Keyboard Shortcuts in module 3 of this course. You can close the Page by clicking the X (called the Page Close Icon) in the upper left corner.

Return to the Landing Page

Click the Dashboard Icon (Hint: House) or use the Keyboard Shortcut CTRL+SHIFT+X to return to the Landing Page.

Note that once you have accessed a page, the Recently Opened Icon will now be active and will display a number indicating the number of pages recently opened.
To Access a Page via the Search Icon

1. Click the **Search** Icon or use the keyboard shortcut **CTRL+SHIFT+Y** to open the search dialogue box. In Banner 9, you no longer need to know the exact 7-character mnemonic page name to display a page. You can enter key words, partial page names or descriptions, or any part of the 7-character mnemonic page name to retrieve a list of matching pages.

2. Type the first three letters of the phrase “person id”: **per**. As soon as three letters are typed, a list of matching forms is shown. You can scroll through the list looking for the desired form, or keep typing to shorten the list.

3. Continue to type the phrase “**person id**”: **son id**. As you continue to type, the list is further refined with each additional keystroke. You should now have narrowed the search results to two forms.

4. Click on **General Person Identification (SPAIDEN)** to display the page.

5. Click the **Dashboard Icon** (Hint: House) or use the Keyboard Shortcut **CTRL+SHIFT+X** to return to the Landing Page.

**NOTE:** The Search Field on the Landing Page works the same way as the Search Icon on the Main Menu Panel.
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