Access Banner

From My Desktop

(Windows 7/Internet Explorer 9/Java 7)
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Banner is web-based, meaning users can access Banner using the web browser, Internet Explorer. It is of benefit to have a web-supported Banner environment in that users can access Banner away from the traditional desktop i.e. mobile employees, recruiters, etc. New computers are currently being supplied with Internet Explorer 9 (IE 9) and Windows 7. No issues have arisen with this combination. The issue arises when Java 7 is introduced to the desktop environment. Java 7 is not supported or fully tested with Banner INF. Until the support is established by SunGard there are a few adjustments that need to be made to you desktop.

Step 1  Determining what version of Java is currently loaded to your computer.

To determine the Java version click **Start, Control Panel**.

![Select Control Panel in Start menu](image_url)
Step 1.1 – Choose Programs and Features.
Step 1.2 – Locate the Java version on your computer. From the screen shot it appears the most recent 1.6 (Java 6) and 1.7 (Java 7) are loaded to this computer. If you have version 6 only, you need not go any further in this part of the document. Proceed to Internet Security Settings to update IE 9 for Banner INF. If you have version 7 on your computer, either alone or with 1.6, you will need to continue through these instructions to make sure everything is being updated correctly for Banner INF.
Step 1.2.1 – Getting the appropriate versions of Java.
You will need the latest version of Java 6, 1.6.30 in both 32 & 64 bit. If Java 7 is already on your computer, you will need to download the latest version of Java 6, 1.6.30 in both 32 & 64 bit, and the make sure Java 7; version 1.7.2 is loaded in both 32 & 64 bit. On the Bozeman campus we have these patches locally available at \Landesk\Idiogon\patch (click to access):

Scroll down to locate the appropriate executable version. Click each version to load it to your desk top.

jre-6u30-windows-i586.exe JRE 1.6 update 30 32Bit
jre-6u30-windows-x64.exe JRE 1.6 update 30 64Bit
jre-7u2-windows-i586.exe JRE 1.7 update 2 32Bit
jre-7u2-windows-x64.exe JRE 1.7 update 2 64Bit

Step 1.2.2 – For campuses other than Bozeman, please contact your helpdesk for access to the programs or help getting them to your desktop.
Step 1.3 – Opening Banner INF. Once the Java versions are installed, when opening IE 9 a user account control alert presents itself and ask if you want the program to make changes to your hard drive. Say either yes or no and continue to disable this SSV Agent.

Step 1.3.1 – Go to **tools, manage add ons**, scroll down to Oracle America and locate Java SSV Helper, highlight and click the disable in the lower left corner, then close.

**From this point, until Java 7 is fully tested and supported, the Banner log on does not allow tabbing through the fields. Once you insert the username the mouse must be used to enter the password field.**
Internet Security Settings

Banner is web-based, meaning users can access Banner using the web browser, Internet Explorer. It is of benefit to have a web-supported Banner environment in that users can access Banner away from the traditional desktop ie. mobile employees, recruiters, etc.

Installing Banner – MSTR

You may need to adjust a number of your browser settings.

Step 1 - Setting up Internet Explorer to allow the installation

To allow the installation, there is a security setting in the browser that needs to be changed. To do this, follow these steps:

Step 1.1 - In Internet Explorer, on the main menu, select Tools, then, under Tools, select Internet Options from the menu.

Step 1.2 - In the Internet Options box, select the General tab, in the Tabs section click Settings button.

![Internet Options settings dialog box with the Settings button highlighted.](image)
Step 1.3 – In the section ‘Open links from other programs in:*' the only item to be clicked on is ‘A new window.' Click OK.
Step 1.4 – Back in the **Internet Options** box, select the **Security** tab, within the **Security tab**, click the **Trusted Sites** button. And then the **Sites** button.
Step 1.5 – Add the URL https://*.montana.edu into the ‘Add this website to the zone’ field. Click ‘Add’. The ‘https://*.montana.edu’ domain will now appear in the ‘Web Sites:’ field. Accept the changes by clicking ‘Close’.
Step 1.6 – Back on the **Security** tab, click the **Custom level** button.
Step 1.7 – Scroll down through Settings to `Downloads`, under file downloads choose `Enable`. Click `OK`. (This will enable the user to download data from Banner screens to Excel).

Choose ‘Yes’ on the following box:
Step 1.8 – Back on Internet Options, go to the **Privacy** tab, click on the **Sites** button. (Or **Edit** button.)
Step 1.9 – Copy or type the URL *.montana.edu* into the ‘Address of Website’ field. Click **Allow**. The "montana.edu" domain will now appear in the ‘Managed Websites:’ field. Accept the changes by clicking ‘OK’.
Step 1.10 – If you have ‘Turn on Pop-up Blocker’ box checked on, you will need to repeat Step 1.9 by clicking the **Settings** button on the **Privacy Tab** and click **Add**, then **Close**.

Step 1.11 – If you use either the **Google** or **Yahoo** toolbar you may also need to disable the associated popup blockers. To do so, while on the ‘**Privacy**’ tab, choose the ‘**Settings**’ button.
Step 1.12 – Enter the appropriate website(s) address into the window, click ‘Add’ then OK.
Step 1.13 - Go to the Advanced tab. Under the sub-section ‘Browsing’ – find the ‘Reuse windows for launching shortcuts’ and uncheck the box.

Apply settings.

Now when you use a shortcut from your desktop or a link from an e-mail, it will open it in a separate browser window.
Step 2 – Creating Shortcuts or Favorites to Banner

Step 3.1 – You can create shortcuts to Banner, either as an icon on your desktop, or as a favorite in your web browser for quick access.

Step 2.1.1 - Create a Desktop Icon:
- Right click on your desktop, choose ‘New’, then ‘Shortcut’
- Enter the redirect URL in the blank: https://inf.montana.edu/banner/
- Click ‘Next’ and type the name of your shortcut (Ex: Banner MSTR)
- Click ‘Finish’
- Your Banner shortcut should be on your desktop.

**NOTE, be sure to include the / at the end of the URL – it will not work without it.

Step 2.1.2 - Add Banner to your ‘Favorites’:
- Establish Banner as a favorite on your chosen website
- Redirect that favorite as follows…
- Right click on the ‘Banner favorite’ just established in the Favorites List, choose ‘Properties’
- Choose the ‘Web Document’ tab
- Enter the redirect URL in the blank: https://inf.montana.edu/banner/
- Click ‘OK’
- Your ‘Banner Favorite’ has been redirected.

**NOTE, be sure to include the / at the end of the URL – it will not work without it.

NOTE: If you have need for the ‘testing’ database, please contact the Help Desk – 994-1777 or helpdesk@montana.edu.

If you have forgotten your Banner password, please email Bannersecurity@montana.edu and someone will contact you with a new password.