LOG ON
To log into Banner, go to www.dixie.edu, click on Faculty/Staff and choose “Connect to Banner Production System (PROD)”. (The first time you bring Banner up you will be prompted to download and install J Initiator, you must do this to logon to Banner.) The logon dialog window will appear asking for your Banner username and password.

Enter your Banner Username. Press Tab.
Enter your Banner Password. Press Tab.
Choose Connect or press Enter.

EXITING BANNER
To exit Banner always use the ‘X’. Using the close button, will leave processes open.
<table>
<thead>
<tr>
<th>Terms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blocks</td>
<td>A block is a section of a form or window that contains related information.</td>
</tr>
<tr>
<td>Key Block</td>
<td>The first block contains key information. The key block determines what is entered or displayed on the rest of the form.</td>
</tr>
<tr>
<td>Next Block</td>
<td>To move from the key block to the next block, click in the first field of the next block, use CTRL PGDN or use NEXT BLOCK button.</td>
</tr>
<tr>
<td>Rollback</td>
<td>Clears all information (except the key block) and returns you to the first enterable field in the key block.</td>
</tr>
<tr>
<td>Blue Field Names (LOV)</td>
<td>Blue fields have a lookup feature. You can double-click the field to see the list or press F9. They are called LOV fields which is short for List of Values. Many Lists are defined on validation forms.</td>
</tr>
<tr>
<td>Exit</td>
<td>Click on the ‘X’ icon near the top right of the window or press CTRL Q.</td>
</tr>
<tr>
<td>Auto Hint Line</td>
<td>Displays a brief field description, error and processing messages and keyboard equivalents.</td>
</tr>
<tr>
<td>Status Line</td>
<td>Indicates record number, List of Values or query mode</td>
</tr>
</tbody>
</table>
When you have successfully logged into Banner, you see the Main Menu.

As you click on the ‘.expand’ next to the menu item, the item will expand displaying a number of sub-menus. My Banner is customizable, allowing you to build your own menu of forms that relate to your specific needs.

Select the **Student System Menu**
Select the **General Person Menu**

This menu lists the basic forms used for data entry of all prospects, recruits and students. The data entered here is then available to other portions of Banner where such processes as recruiting, admissions, population selection, letter generation, financial aid, etc. are carried out. These are the forms that build the foundation of our Student system, so this is where we will start our journey into Banner.

The ‘screens’ in Banner are called ‘forms.’
There are three ways to access forms in Banner.

1. **DIRECT ACCESS FROM MAIN MENU.**
   You can enter the form name in the **Direct Access** field and press **Enter**.
   The Student Identification Form (screen 003) is SPAIDEN.
To move back to the Main Menu, choose the Exit button (‘X’).

2. **DIRECT ACCESS FROM A FORM**
   If you are not at the main menu that has the direct access field, choose File/Direct Access from the menu bar. You will see the following box. Type in the form name and enter.

3. **ACCESS USING MENUS**
   To access forms from the main menu, choose Student, then General Person Menu. Next double click on the General Person Identification Form which is the SPAIDEN form.
CREATING A PERSONAL MENU

You can create a personal menu of items that are most important in your daily work under ‘My Banner’. You can add or delete forms from your ‘My Banner’ Menu as you learn more about the forms you use most. Your ‘My Banner’ menu is tied to your ID so you can use it from any computer. A ‘My Banner’ menu can include forms, jobs, menus and QuickFlows.

The My Banner Maintenance Form (GUAPMNU) lets you create and change your ‘My Banner’ menu.

Step 1: Accessing the form.

Using Direct Access: Type GUAPMNU in Direct Access window and press Enter to create or change your ‘My Banner’ menu.

Using Menu Access: Choose General System Menu, System Functions / Administration Menu, Menu/Preference Maintenance and then My Banner Maintenance Form.

The following window will appear:
Step 2: Adding items to your Personal Menu

a. Place the cursor in the blank Name field in the right pane.
b. Type in the object’s 7 character name (Example - SPAIDEN) (or double click on one or more form names and click ).
c. Press Enter. (The object’s type, description, and name appear in the right pane.)
d. (Optional) Customize the object description.
e. Save the additions or changes by choosing the Save button, F10 or File/Save from the menu.
f. To add additional entries, press the key DOWN ARROW.
   Note: Repeat b – f to add more entries. SAVE before exiting.

Step 3: EXIT.
Select the ‘X’.

Banner has an option that allows you to have Banner open directly to your ‘My Banner’ Menu rather than the default Menu.
To make your ‘My Banner’ Menu the default menu:

1. From the main menu in Banner, select File, select Preferences, and select Menu Settings.
2. In the User Default area, type in *PERSONAL, select OK.

Deleting an object from your ‘My Banner’ Menu

1. In the right pane, select each object (will appear white) you want to delete.
2. Click the Remove Selection button in the middle of the form. The selected objects are deleted.
3. Select the SAVE function.