MONTCLAIR STATE UNIVERSITY

Banner 9 Navigation

Landing Page

After you log into Banner 9 you are brought into the Banner 9 Landing Page.
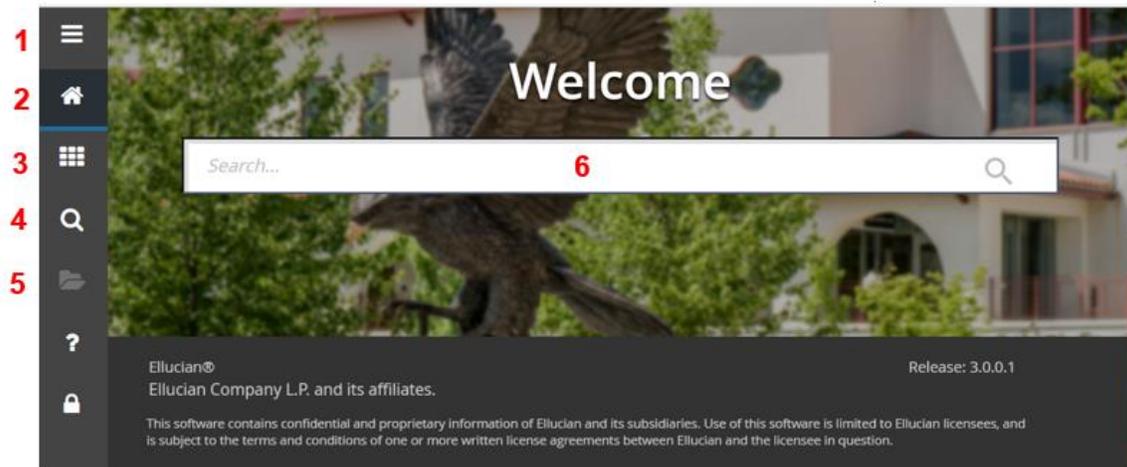
1. **Toggle Menu** – Expands and collapses the Banner menu
2. **Dashboard** – Returns you to the Landing page
3. **Applications** – Search through Banner forms and My Banner (favorites)
4. **Search** – Search for a form by either entering the form acronym or the descriptive name (for example; SPAIDEN – General Person Identification)
5. **Recently Opened** – Lists the forms recently visited
6. **Search box** – Enter the form acronym or description name of the form you wish to navigate to

Academic Term Format

The academic term is numeric in this format – YYYYTT
YYYY = 4-digit calendar year example 2016
TT = 2-digit term code represented as follows:

> **10 = Winter**
> **20 = Spring**
> **30= Summer**
> **40= Fall**

As an example, the Fall term for 2016 will be represented as **201640**.

Banner ID

The Banner ID is M followed by the CWID (for example; **M12345678**). All forms require the input of a student's Banner ID.

Banner Forms

Banner forms are how information is entered, edited, queried and updated in the Banner system. Each form has a 7-character code such as **SPAIDEN**.

Key Block

The first block on most forms contains key information. The Key Block determines what is entered or displayed on the rest of the form. All information on the form refers to the Key Block. The Key Block stays on the form as subsequent sections appear.

Sections

Banner forms are divided into sections. Below is how to navigate through sections.

Action	Icon	Keyboard Shortcut
Previous Section	⌃	ALT+Pg Up
Next Section	⌄	ALT+Pg Down

Sections can be opened or collapsed by clicking on the arrow next to the section name.

Some forms feature tabs. Tabs are used to arrange information in a meaningful way and allow you to navigate easily between groups of information. Click on the tab to see the related information.

Searching for a Student

In the event that you don't know a student's ID or full name you will have to perform a person search. A person search may be performed from any form that has an ID field in the Key Block.

1. Navigate to the desired form
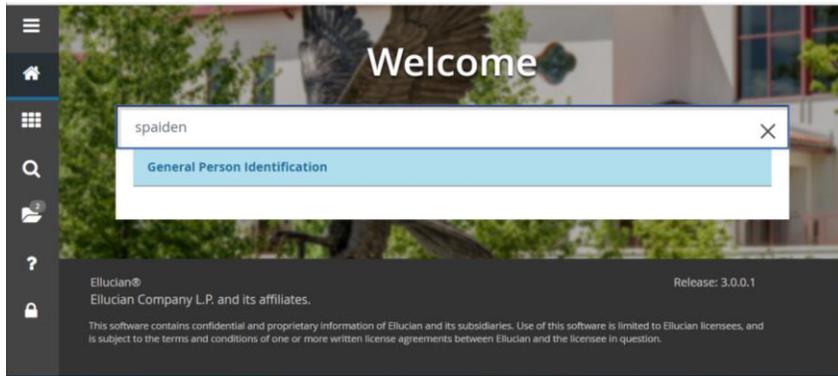
2. Click the **Search** lookup in the ID field

3. Click **Person Search** in the **Option List**

This will open the **SOAIDEN** Person Search form.

4. Enter the search criteria in the appropriate field(s)

5. Click **Go** to execute the query
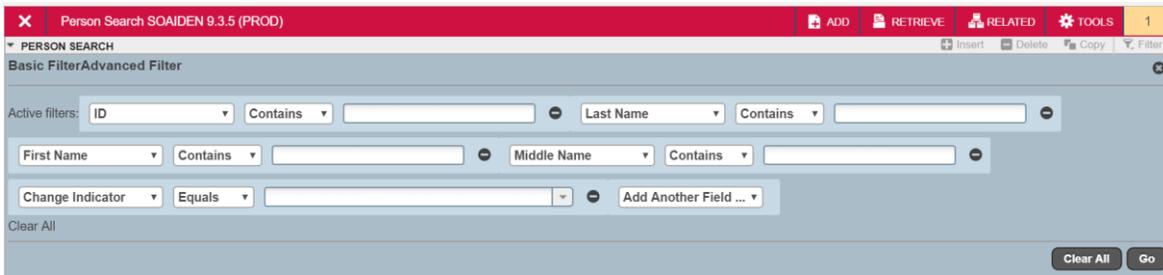
6. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
7. Click **OK**

Executing a Query

Executing a query basically means searching the database to find information. You may need to do this from time to time when doing a person search or looking up courses a student took in a particular term.

Action	Icon	Keyboard Shortcut
Execute Query	Go	F8

Using the Wildcard Characters

Wildcard characters provide you with the ability to search for a person if you don't know their entire name or how to spell it. By using the wildcard characters with parts of the name you will get a list of results to choose from. There are two wildcard characters in Banner:

- % (percent sign) which represents any number of characters
- _ (underscore) which represents one occurrence of a character

Here is how it works:

To get these results	Enter this criteria
All entries that contain 'ma'	%ma%
All entries that begin with 'ma'	ma%
All entries that end with 'ma'	%ma
All entries that have 'm' as a second character	_m

Start Over

Click **Start Over** to return to the ID field to search for another student but continue on the same form.

Notification Center

The **Notification Center** displays the following types of information messages:

- Successful save
- Warning message
- Error message
- Informational message
- Number of messages to be corrected to continue on the form
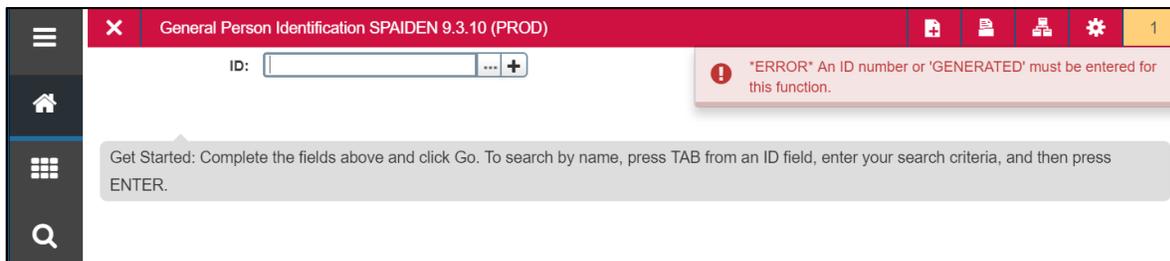
Required Fields

An asterisk (*) displayed next to a field name indicates that that field is required before you can continue.

Adding Forms to the My Banner Folder

The **My Banner** folder provides a personal shortcut menu similar to your favorites menu on a web browser. To add forms to My Banner:

1. Navigate to the GUAPMNU form from either the Landing Page or the Search icon in the menu
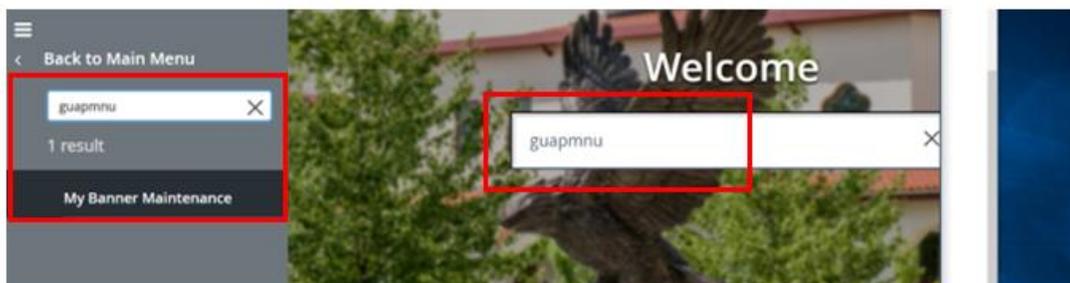
2. Locate the form by the description name on the menu on the left. Names are in alphabetical order after the numeric forms.
3. **Double-click** on the form and click on **Insert Selection**
4. Click on **Save** in the bottom right corner
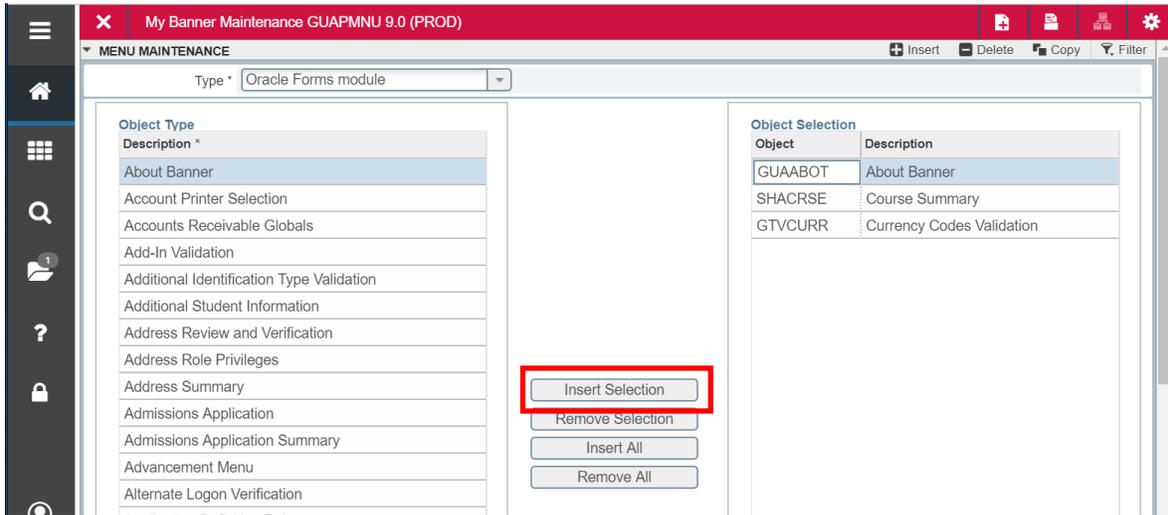
My Banner will now appear under the Menu. If My Banner does not include the form you just added, you will need log out and log back in to Banner 9.