



Information Technology eNews

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Planning & Information Technology Suggestion/Complaint Form

The Planning and Information Technology Division at Morgan State University believes strongly in continuous improvement. As we work to improve our services, we have introduced a *Suggestion/Complaint Form* on our website. Please use this form to share your concerns and suggestions about the technology services and products at Morgan. You may complete the *Planning and Information Technology Suggestion/Complaint Form* anonymously or provide us with your contact information so that we may follow-up with you. The link to this form is the last item on the menu under the *Planning & Information Technology* tab at www.morgan.edu.

UNIX Conversion in Administrative Computing

The Administrative Computing staff is in the process of converting from a VMS platform to UNIX. The conversion process will be transparent to end users, but will create drastic changes for the Administrative Computing staff. Many vendors do not support VMS. SunGuard, the vendor of our Banner system, will no longer support VMS in the near future. It is anticipated that the new UNIX platform may result in faster processing. The conversion will also allow the University programming staff to share scripts for enhancing Banner with other schools that also use the UNIX platform.

FREE Blackboard App for (Sprint & iPhone) Mobile Devices*

Access your Blackboard (Bb) courses through your mobile device! Sprint and Apple users go to your App store and search for Blackboard Mobile Learn. Download the FREE app. When you open the app for the first time, search for Morgan State University. Then, log in with your Morgan user name and password and enjoy accessing your Bb account on your mobile device. *Currently, there are no apps for carriers outside of Sprint and AT&T. Other users can access Blackboard on their mobile device using 3G or wireless by visiting <http://morgan.blackboard.com>.

Classroom Responders Demonstration - November 3, 2010

Student response technology is an effective tool that helps facilitate pedagogical best practices and enhance student learning. Interested? Technology Training Services is sponsoring a demonstration of *Turning Technology's Classroom Responder System* on November 3, 2010 at either 11:00 a.m. or 1:00 p.m. RSVP to karen.rubinstein@morgan.edu with your choice of session. Both sessions will take place in the Quarles Room, Earl S. Richardson Library.

Blackboard Training Sites

Did you know Technology Training Services has Blackboard training sites for both faculty and students? Visit our Blackboard information page for the links:

http://www.morgan.edu/Administration/Planning_and_Information_Technology/Technology_Services/Technology_Training_Services/Blackboard_Information.html

You will also find links to our “Known Issues” page and much more!

Banner Odds and Ends

Every employee at Morgan uses Banner to enter a time sheet, but many employees do not use Banner in the routine jobs they perform. Banner use is dependent on the job a person performs. As a result, access to Banner must be approved on a case-by-case basis. Banner is not software to be downloaded to a computer. It is a data-base system accessible via the Internet to authorized faculty and staff. You will find detailed information about Morgan State University's Banner system on the Banner webpage at:

http://www.morgan.edu/Administration/Planning_and_Information_Technology/Technology_Services/BannerWebSIS.html

Here are some of the FAQs that are listed on the Banner webpage:

What is Banner?

What is Self-Service Banner?

How do I access Self-Service Banner?

What is Internet Native Banner?

Who are the Banner Data Custodians?

What is the preferred browser for INB and WebSIS?

What is the procedure for obtaining access to Internet Native Banner (INB)?

Whom do I contact if my Internet Native Banner password has expired?

Whom do I contact if I forgot my Internet Native Banner password?

What training is available for Internet Native Banner (INB)?

What is the procedure for obtaining access to Internet Native Banner (INB)?

Determine the specific Banner forms or data fields that you would need to view. Explain to your supervisor how access to these data pertains to your job function, particularly if you will be requesting “update” access. INB access will be granted on a “need to know” basis and, therefore, it is imperative that you specify the purpose of your desired access.

1. Request that your supervisor send a memorandum approved by your Vice President or

Dean to the appropriate Data Custodian based on the fields that you wish to access. Once your request is approved by the Data Custodian, your request will be forwarded to the Administrative Computing department.

2. A representative from the Administrative Computing department will contact you via e-mail once your account has been set up. You will be provided with a username and a temporary password which must be changed upon your initial login to Banner. You will be prompted to change your password periodically.

If you do not change your Banner password after 90 days OR if you do not login to Banner for at least 90 days, your Banner password will expire and it will need to be reset. To request that your Banner password be reset, send an e-mail to Mr. Don Steedman in Administrative Computing (Donald.Steedman@morgan.edu).

Whom do I contact if my Internet Native Banner password has expired?

You will be prompted to change your password shortly before the expiration date. If you do not change your password before it expires, you must send an e-mail to Mr. Don Steedman in Administrative Computing (Donald.Steedman@morgan.edu).

Whom do I contact if I forgot my Internet Native Banner password?

If you forgot your password, send an e-mail to Mr. Don Steedman in Administrative Computing (Donald.Steedman@morgan.edu).

What training is available for Internet Native Banner (INB)?

Some INB training is provided in face-to-face sessions while other training is available on-line. You must have Banner access PRIOR to attending face-to-face Banner training sessions since you will need your INB username and password for training purposes.

The University INB training contacts are as follows:

- Student Records Stacey Tyson, ext. 3599
- Academic Budget Sharon Oliver-Whitehurst, ext. 4681
- Finance & Procurement Lois Whitaker, ext. 3966
- Budgets Bickram Janak, ext. 3587
- Purchase Card Shena Donovan, ext. 4565

TIP OF THE WEEK

Morgan e-mail passwords expire every 90 days or about four times a year. Why not change your password when the seasons change? Summer is over, fall is here. Go to <http://resetmypwd.morgan.edu> and make the change to a strong and secure password. If you're not familiar with the process for changing your password, use our video tutorial for assistance. The link for the video tutorial can be accessed at http://www.morgan.edu/Documents/ADMINISTRATION/Planning%20and%20Info%20Tech/TTS/ResetPWD_May2010_smaller.swf

