



Information Technology eNews

An Informative eNewsletter from the Office of Planning & Information Technology
for Administration & Academics

February 17, 2010 Newsletter Volume 2 , Number 1

Demystifying Banner!!

What *is* Banner anyway?



Prior to 2000, Morgan State University used the Sungard product called Plus as its campus administrative system. Five years ago, Morgan converted from Plus to SCT Banner. Banner is a web-based, administrative software application developed by SunGard SCT specifically for higher education institutions.

Banner provides data through an online environment that allows University employees and students to perform various functions in a highly effective manner that is totally integrated and shared among departments across the University. There is only one Banner database but two distinct ways to view the data:

I. Self-Service Banner, which we call **WebSIS**, is a user-friendly online tool that allows for management of personal and academic information. The majority of University employees and all students use Self-Service Banner.

II. Internet Native Banner, known as INB is a more robust online tool, typically restricted to department heads (e.g., Vice Presidents, Deans, Chairpersons, and

Directors) who require a good deal of detailed information. The level of access to Internet Native Banner is determined by the Banner Data Custodians.

Who "runs" Banner?

Banner is designed to be configured and "run" by end-users. Banner also has Data Custodians who are responsible for and maintain the data for their areas. Administrative Computing (IT) maintains the SCT Banner system but is not in charge of data input, WebSIS passwords, or data integrity.

Who are the Data Custodians?

- *Student Records* - Paul Thompson (Paul.Thompson@morgan.edu)
- *Admissions* - Shonda Gray (Shonda.Gray@morgan.edu)
- *Financial Aid* - Tanya Wilkerson (Tanya.Wilkerson@morgan.edu)
- *Billing and Receivables* - Moni Tenabe (Moni.Tenabe@morgan.edu)
- *Human Resources* - Armada Grant (Armada.Grant@morgan.edu)
- *Finance* - Patrick O'Brien (Patrick.Obrien@morgan.edu)
- *Housing* - Christina Jones (Christina.Jones@morgan.edu)

Did Banner change recently?

Glad you noticed! Yes, Morgan State upgraded to the newest version of Banner- **Banner 8**. That conversion took place over the 2009 Thanksgiving recess. As with every new release, each department has a year in advance to do testing and revise training and documentation material.

Where do I get help with Banner?

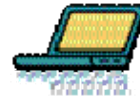
This is a good question. The answer is, "It depends."

- If you need help with **WebSIS** or **INB** logging on, questions about a specific form or process, or other issues, you will need to contact the department that is in charge of the work you are trying to do.
- You may also check the **Banner Facts and Procedures** or use **Ask the Bear** (both are on the Morgan website).

When should I call IT (Administrative Computing)?

The majority of Banner issues, problems, and data requests are handled by the Data Custodians and functional users. These departments communicate with IT concerning Banner.

Banner Facts and Procedures



I. What is the preferred browser for Banner?

The Preferred Browser for Banner is Internet Explorer

II. Who uses WebSIS and how do they use it?

Faculty

- Enter grades
- Access class lists on-line
- Check my schedule on-line
- Perform degree audits
- Access and update personal information

Staff

- Complete and submit time sheets
- View leave balances
- Verify benefit and pay information
- Request leave
- Budget transfers
- Check budgets
- Access and update personal information
- Process budget requisitions

Students

- Register for classes
- Make payments and view account information
- View and update financial aid information
- View grades and academic transcript
- Access and update personal information

III. How do I access WebSIS?

To access Self-Service Banner, click the WebSIS link at the top of the Morgan State home page and then click the link "Enter the Secure Area." The User ID is your SSN or Student/Faculty ID number and the PIN number is your birthdate (MM/DD/YY).

IV. How do I access Internet Native Banner?

Because Internet Native Banner (INB) is a restricted user view of Banner, the Data Custodians must approve access to INB.

V. 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. 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. 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 login to Banner for 90 consecutive days, you will have to request that your Banner access be reinstated. To have your INB access reinstated, you would need to follow the three steps listed above.

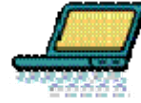
VI. Whom do I contact if my Internet Native Banner password has expired?

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).

VII. 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).



VIII. What training is available for Banner?

Once you have identified the area(s) for which you require training, contact the appropriate Banner trainer to set up an appointment for training. You must have Banner access **PRIOR** to requesting Banner training. You will need your INB username and password for training purposes. The University INB training areas are:

- ***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
- ***Banner Navigation*** (on-line training will be available in March 2010 on the Banner webpage)

IX. How can I access Banner data and reports? For general Morgan State University institutional data, please access the Institutional Research website under the Office of Planning & Information Technology on the Morgan website or contact Cheryl Rollins at Cheryl.Rollins@morgan.edu . For all other data and reporting needs, contact Cynthia Mendoza-Robinson in the Office of Planning and Information Technology at ext. 4596 or at Cynthia.Mendoza@morgan.edu .

Revised 2/04/2010