UCD REGISTRY

Banner 9 Available for Use

To: *All Banner Users*

Dear Colleague,

To facilitate staff who need to work remotely at present, we are making Banner 9 available for use through UCD Connect from Wednesday 25 March 2020. The data will be live, so proceed as you would within the current version of Banner when making changes to a student record. Our current version of Banner will also be available within Connect, but we recommend for all users to move to Banner 9 from here on in.

Benefits of using Banner 9

- It is web-based and compatible with all modern, up-to-date browsers (e.g., Chrome, Firefox, Edge, Safari). Internet Explorer is not supported by Ellucian.
  Quick tip! Set your browser language preference to English (UK) to ensure that the correct date format is visible in Banner 9
- It does not require Java
- Log in with your UCD Connect details, so no separate Banner password!

How do I access Banner 9?

- If you are working remotely, log into the [UCD Staff Virtual Private Network (VPN)](#)
- Go to [UCD Connect](#) and click on the Banner 9 icon
- Enter your UCD Connect username and password
- In the Welcome field, type in the Banner screen you need and hit enter

We had intended to roll out further Banner 9 training in advance of it going live for you but, for now, support will be provided by email (systems.data@ucd.ie) and there is training documentation available on the [Registry website](#) that we will update regularly.

There is [information on how the keyboard shortcuts differ](#), and [instructions on how to manually register a student](#), to help you get started. We will review training options again when campus reopens and will be in touch, while also investigating online learning options.

Regards,

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UCD Registry

Get in Touch

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Current Registry Projects

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