



Introduction to Banner 9





Contents

By the end of this session you will be able to:

- ✓ Understand what is new in Banner 9
- ✓ Log into Banner 9
- ✓ Find Banner Pages
- ✓ Navigate through Banner 9



What is the Banner 9 Upgrade?

Banner® by Ellucian is UCD's student information system. Information recorded includes registration details, fee information, assessment results and conferral details. Information moves between Banner and other systems e.g. Curriculum Management System, Gradebook and Online Registration.

The Banner 9 Upgrade is a campus wide initiative to complete the upgrade of our Banner environment from Banner 8 to Banner 9 by March 2020. According to Ellucian, "Banner 9 by Ellucian is no ordinary upgrade. It delivers a fresh user experience, all-new tools, and significantly improved capabilities across Banner, driving new efficiencies so you can focus on student success."

Ellucian stopped providing additional support or patches for Banner 8 Administrative Applications after 2018. This means that UCD needs to move to Banner 9 to ensure continued and secure access to our data.

What is new in Banner 9?

As an end user, Banner 9 offers the following:



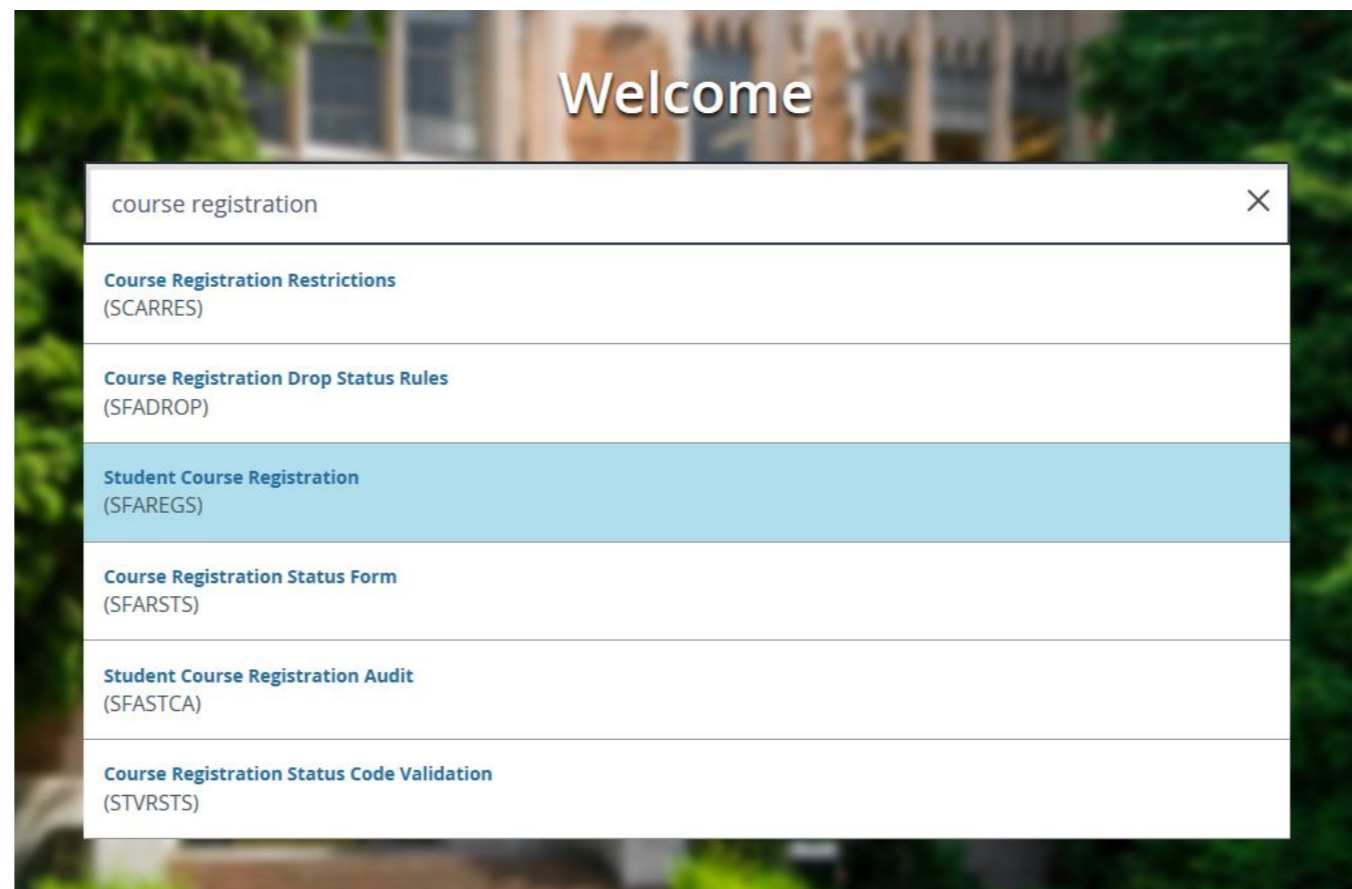
Improved look and feel

Easier navigation e.g. search by keyword



Full browser support

Set language preference to English (UK)



No need to use Java

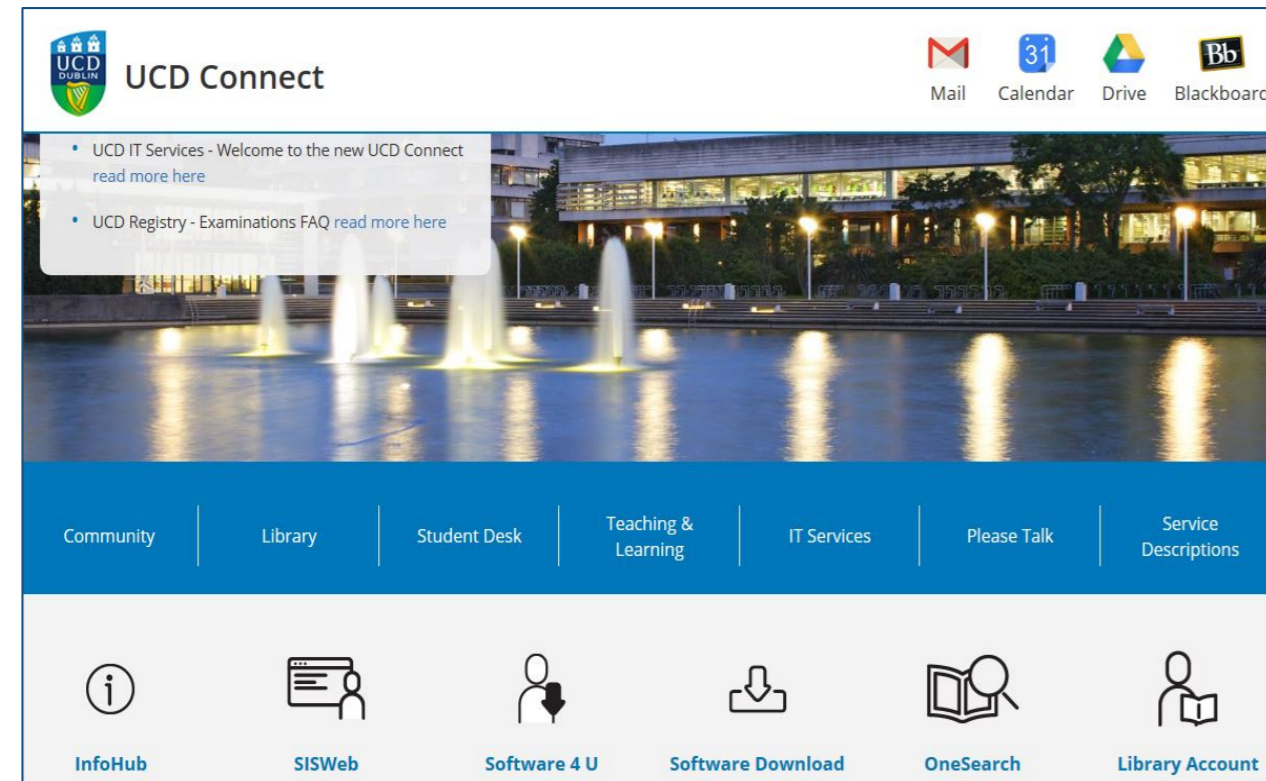


Eliminate Oracle Forms and Oracle Reports

Works on mobile devices



PCs, Laptops, Tablets, Phones
Use VPN if not on UCD Network



Username

Forgot your password?

Password

Need Help?

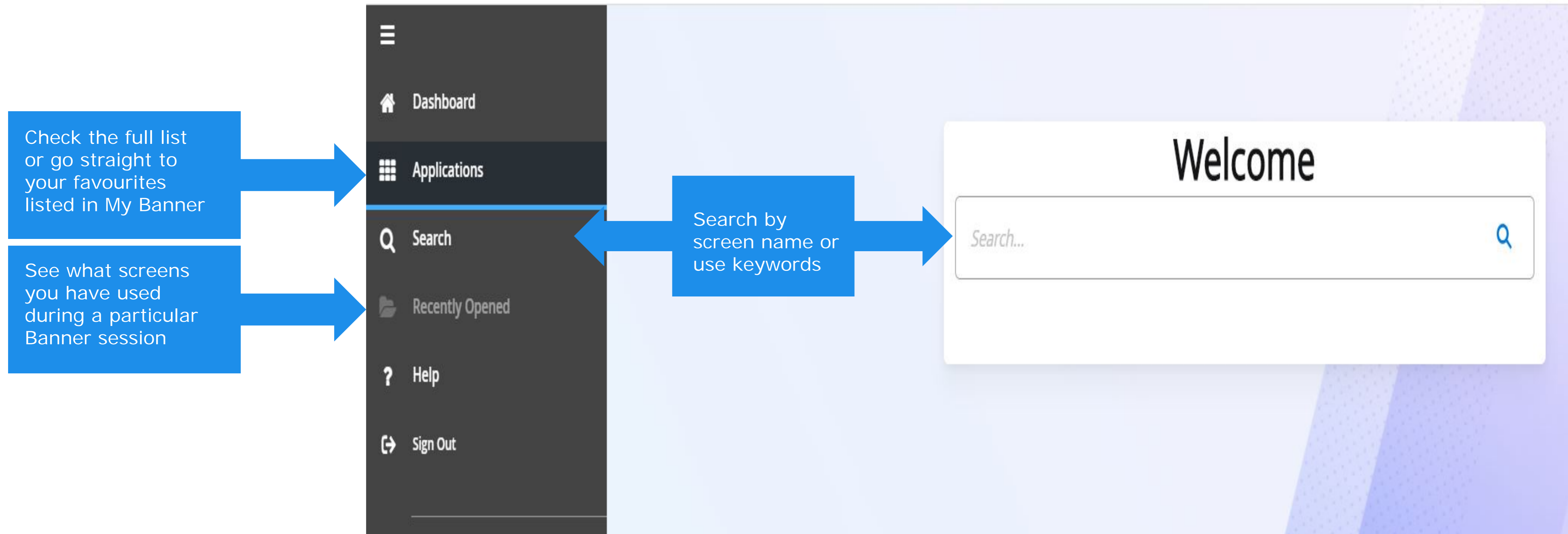
Logging into Banner 9

- Go to **UCD Connect** (www.ucd.ie/connect)
- Click on the **Banner icon**
- Log in with your **UCD Connect username and password**
- This will bring you to the **Welcome** page of Banner 9



Find Banner Screens

There are a number of ways to find a particular Banner screen





Banner 8 vs Banner 9 - frequently used shortcuts

Action	Banner 8 Keyboard Shortcut	Banner 8 Form Icons	Banner 9 Keyboard Shortcut	Banner 9 Form Icons
Enter a query – e.g. using a student number or term code to find information on a particular Banner form	F7	Enter Query 	F7	
Execute a query – getting the information to display on the screen	F8	Execute Query 	F8	
Clear the screen		Rollback 	F5	
Start a new query	F7	or	F7	
Move down to another section of a Banner form	Ctrl/Page Down	Next Block 	Alt/Page Down	
Move up to another section of a Banner form	Ctrl/Page Up	Previous Block 	Alt/Page Up	
Save information	F10	Save 	F10	
Insert a record e.g. a new row in SFAREGS	F6	Insert Record 	F6	
Remove a record e.g. a CRN that has been changed to DD		Remove Record 	Shift and F6	

Where to go for help

Topic	Contact	Website
Banner 9 access and support	systems.data@ucd.ie	www.ucd.ie/registry/staff/registryservices/registration/supportandtraining/
Virtual Private Network (VPN)	ithelpdesk@ucd.ie	https://www.ucd.ie/itservices/vpn/