

# BLISS – 200

## Workshop 1 – Logging into Banner



### Overview:

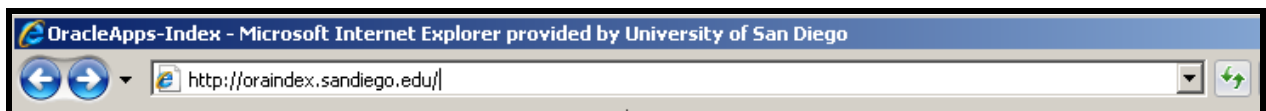
The purpose of this workshop is to provide instructions for logging into the Training instance of the BANNER INB application. Instructions are provided for logging in via either the Application Webpage and through MySanDiego.

### Special Instructions:

The instructor will assign you a two digit number to use as the last part of your login ID. For example if the instructor tells you to use '04' then your login id would be train04.

### Activity – Part I

| Step | Action   | Results   |
|------|--|---|
| 1.   | Open a Web Browser, for example Internet Explorer  | The MySanDiego.com sign-in page is displayed                                |
| 2.   | In the address field of the browser enter:<br><a href="http://oraindex.sandiego.edu">http://oraindex.sandiego.edu</a><br>Press the 'Enter' key | The University of San Diego Oracle Applications Web Page Will be displayed. |



When you press the 'Enter' Key the following web page should display:

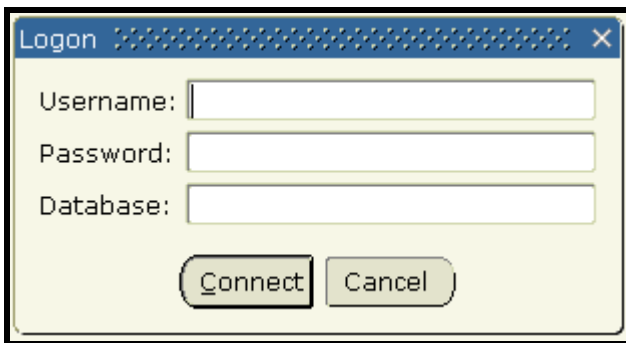


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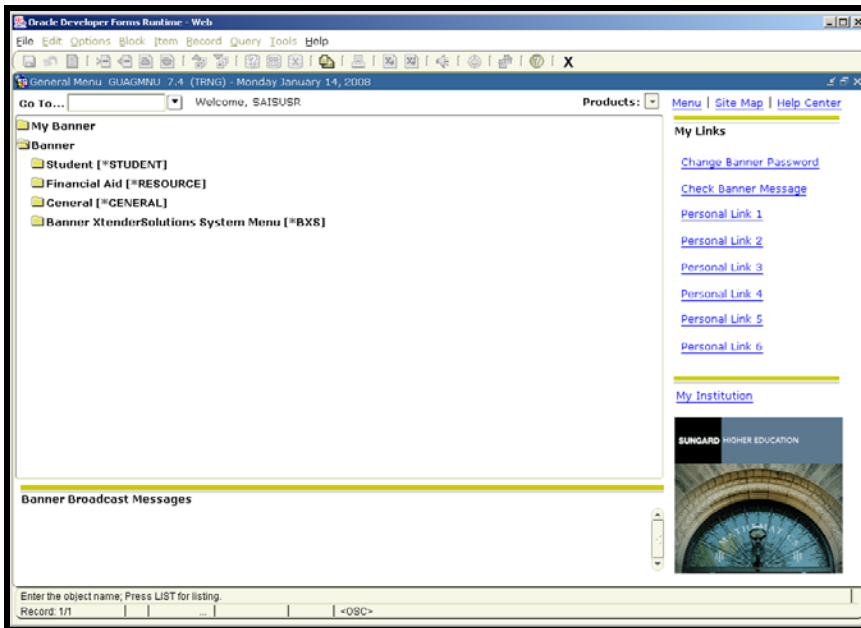
| Step | Action  | Results  |
|------|---|--|
| 3.   | L-Click on the:<br>'Click here for Banner Applications'<br>Option | The Main Instance page will display.   |
| 4.   | L-Click on the:<br>'Developer Instances Only'<br>Option           | The Application Server Selection Page will be displayed.   |
| 5.   | L-Click on the:<br>'Training'<br>Option                           | The Training Selection Page will be displayed.   |
| 6.   | L-Click on the:<br>'INB'<br>Option                                | A new window will open and the 'Login' dialog box will appear.<br>NOTE: You may see a note in the title bar about loading an Applet. If so follow the instructions to load the Java Initiator. This should only occur the first time the station logs onto Banner. |



| Step | Action   | Results                  |
|------|--|--------------------------|
| 7.   | Enter:<br><b>Your assigned User Name, the password is the same as the user name.</b> | Main Banner Menu appears |

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### Activity - Part II

Logging in through MySanDiego:

| Step | Action  | Results  |
|------|---|--|
| 8.   | If you are still logged on to Banner click on the Exit icon <b>X</b> on the menu bar.<br><br>If you are not currently logged into Banner, go to Step 10 | Banner displays a dialog box asking if you are sure you want to exit banner.   |
| 9.   | Click on the 'Yes' Button in the dialog Box   | The banner Session will close. The original Browser window will be displayed.  |
| 10.  | Enter the following URL address in the Browser: <a href="https://my.sandiego.edu">https://my.sandiego.edu</a>   | The MySanDiego login page will be displayed  |
| 11.  | Enter your MySanDiego Username and password in the fields and click on the Login button or press 'Enter'  | Your MySanDiego home page will be displayed  |
| 12.  | Click on the Employee or Faculty Tab (depending on which is available)  | The page associated with that tab will be displayed.   |
| 13.  | In the Banner INB channel (normally on the left side, about half-way down the page), click on the "Banner Training Instance (INB)" link                 | The MySanDiego page will be cleared and a new window will open (The window will be titled: Oracle Developer Forms Runtime – Web), and the logon dialog box will be displayed.<br><br><b>NOTE: DO NOT close or change the web page in the MySanDiego browser window. If you do it will close your Banner session.</b> |

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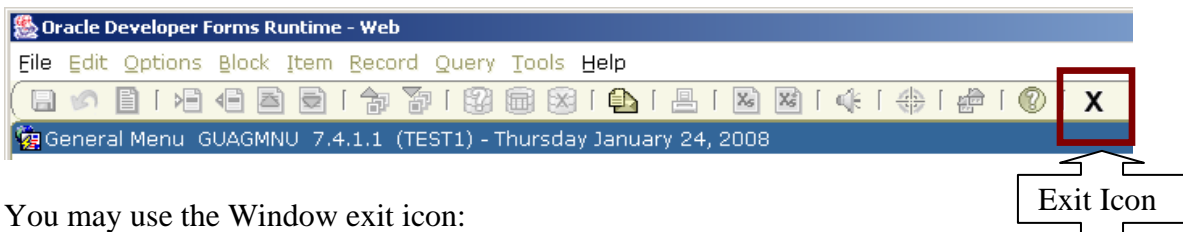
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| Step | Action  | Results                                 |
|------|---|---|
| 14.  | Enter your Banner User ID and Password supplied by the Instructor.    | The Banner Main Menu will be displayed. |
| 15.  | You may either continue to the next workshop activity or exit Banner. |   |

To Exit Banner:

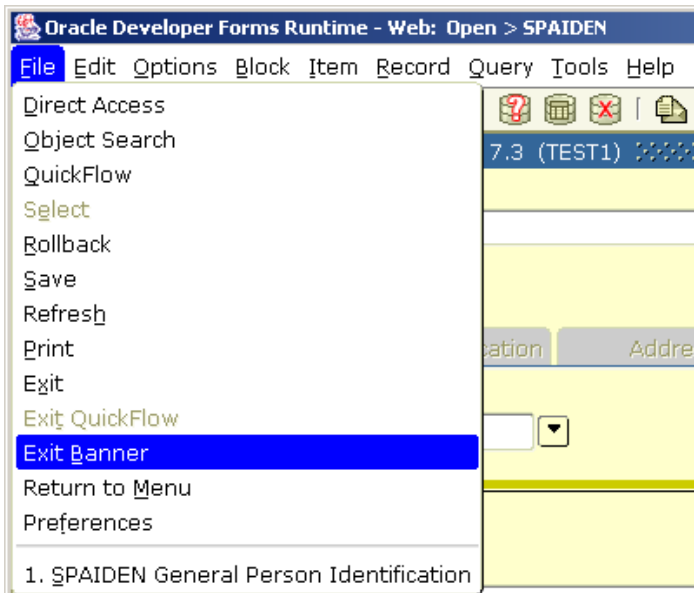
There are three options. Two only work if you are on the main menu (GUAGMNU), you may use the form exit icon on the tool bar:



You may use the Window exit icon:



From ANY other form in Banner you may use the File menu drop down option: EXIT BANNER:

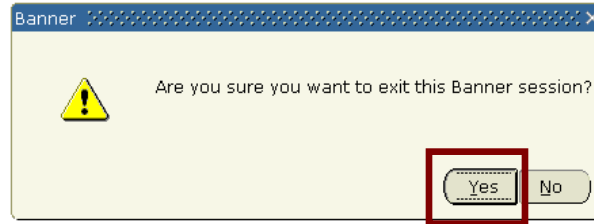


Any of this will display the following dialog box asking you to confirm that you really want to exit Banner.

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To Exit Banner, click on the ‘Yes’ in the dialog box to confirm the log-off request.



If you got here by mistake, just click on the ‘No’ button to return to Banner.

### Summary:

In this exercise you navigated the various web pages and performed a login to Banner INB with a User name and password. You also accessed INB Banner through MySanDiego. Remember that when you have been assigned a User Name and Password for the Production Instance of Banner, you will click on the ‘Banner Production Instance Only’ option (step 4). Then select the INB instance as in step 6 (step 5 is skipped for the Production environment).