

USD BLISS – 220 Faculty SSB Sign-on, General Navigation

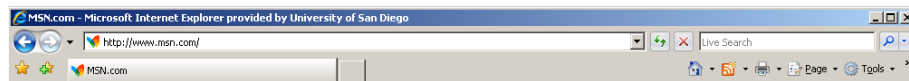


Overview:

The purpose of this workshop activity is to become familiar with the process of gaining access to Banner Self Service through the Luminus MySanDiego Portal. This workshop will take you through the login process and allow you to add the Banner specific channels which will be used for the rest of the workshops in this session.

Special Instructions:

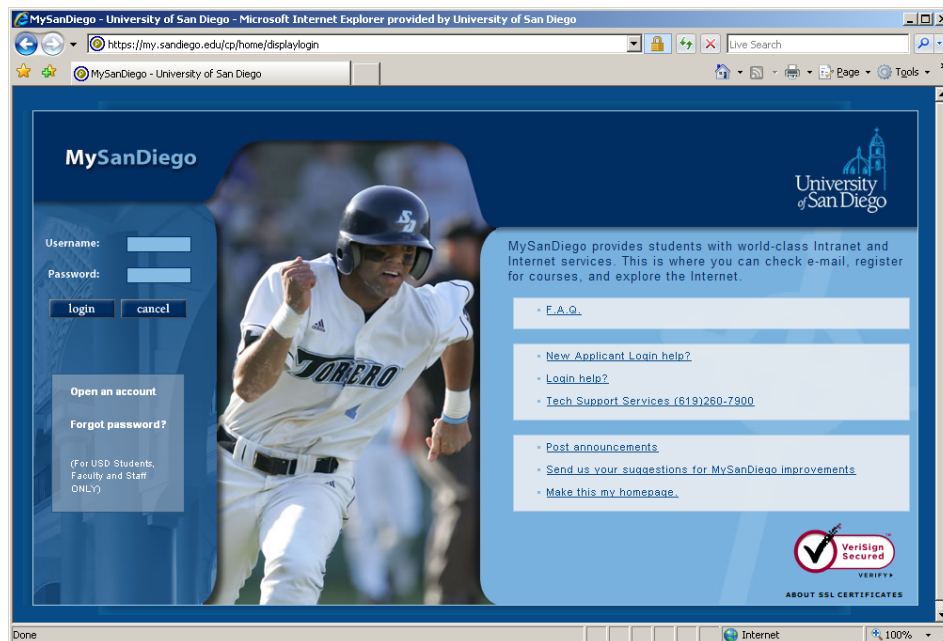
You must have a Luminus MySanDiego Login ID/and Password. If this is not the case, please see the instructor for the provisioning steps. This class will use Internet Explorer for the Browser. If MySanDiego is not the home address on the computer, the Address bar in the browser might look like:



Point the mouse cursor into the Address bar and left mouse click in the Address bar. Delete the current address and type: <https://my.sandiego.edu>



You should see:



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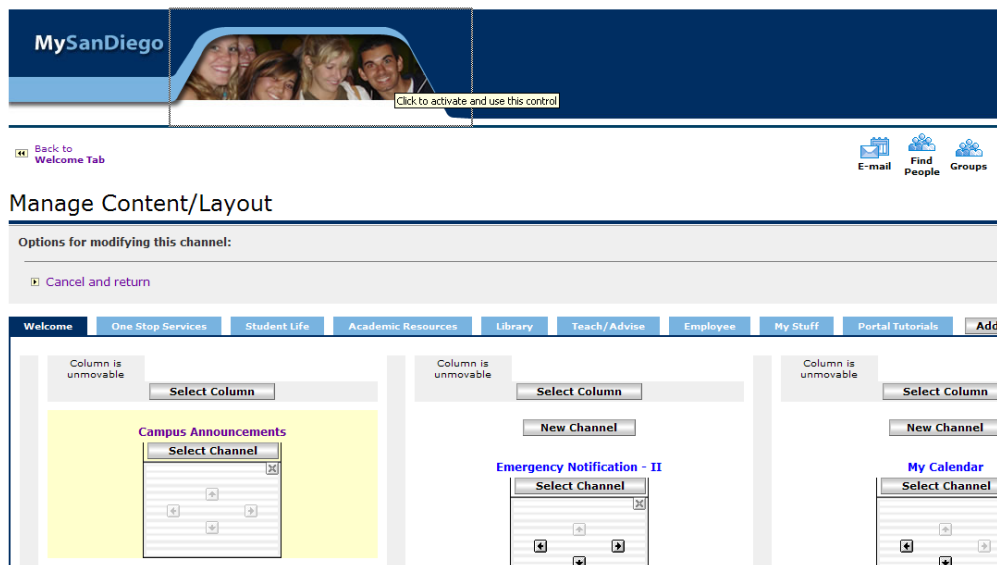


You will probably want to add this address to your Favorites on the computer(s) that you will be using to regularly access Banner Self-Service functions.

Step	Action	Results
1	Enter your MySanDiego user name and passwords in the fields, and click the LOGIN button	The browser opens to the “Welcome Page” of MySanDiego.
2	Click on the ‘Teach Advise’ Tab	The ‘Teach/Advise



Step	Action	Results
3	Now click on the ‘Content Layout’ link	The ‘Manage Content/Layout’ page appears
4	We need to add the following channels for Banner to your Teach Advise Tab: Faculty Schedule Faculty roster	INB opens to logon page
5	Your User Name: Your Password:	Main Banner Menu appears



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Back to
Welcome Tab



Manage Content/Layout

Warning:

Steps for adding a new channel:

1. Select a category:

▷ Select All ▼ go

2. Select a channel:

Category: All

Academic Calendar
Academic Profile
Academic Services
Academic Status
Admin channel monitoring

3. Add the selected channel:

Add Channel

Cancel and return

Step	Action	Results
1	Select "Click here for Banner Applications"	Banner applications opens

Summary: