

Banner 8 INB vs Banner 9 Administrative Pages

This is a short guide comparing the Banner 8 interface to the Banner 9 interface.

Introduction

The Banner 9 Upgrade is a campus wide initiative to complete the upgrade of our current Banner environment from Banner 8 INB to Banner 9. 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”.

Administrative Banner 8 is based on Oracle forms. In Administrative Banner 9, Oracle Forms are replaced by JAVA pages, which means that the look, feel, and navigation of these pages will change. Once the upgrade is complete, all Banner 8 INB forms will have been replaced with Banner 9 Administrative pages. During the upgrade, Banner 8 forms and Banner 9 pages will co-exist within the same production Banner system.

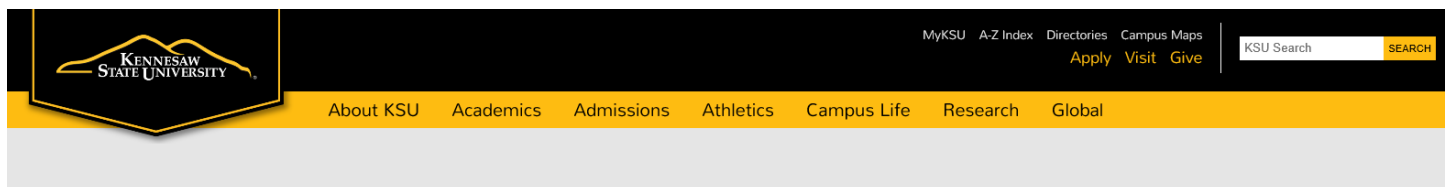
Application Navigator, which is new with Banner 9, is the tool that allows access to both Banner 8 forms and Banner 9 pages. This option will be available until Banner 8 is decommissioned on December 1, 2018.

What stays the same?

The seven-character form names remain unchanged. Your security access will also remain the same as it was in INB. Lastly, all of the data behind the forms is the same. The Banner 9 Administrative Application update ONLY updates the interface to the data, not the underlying tables, processes, or data.

Login Screen

Logging into Banner 8 and 9 will require the Single Sign On page and utilizes the same NetID and password as your email. Banner 8 INB will have a different link from Banner 9 Application Navigator.



Login

Please enter your [NetID](#) and password below.

Username

Password

[Login](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

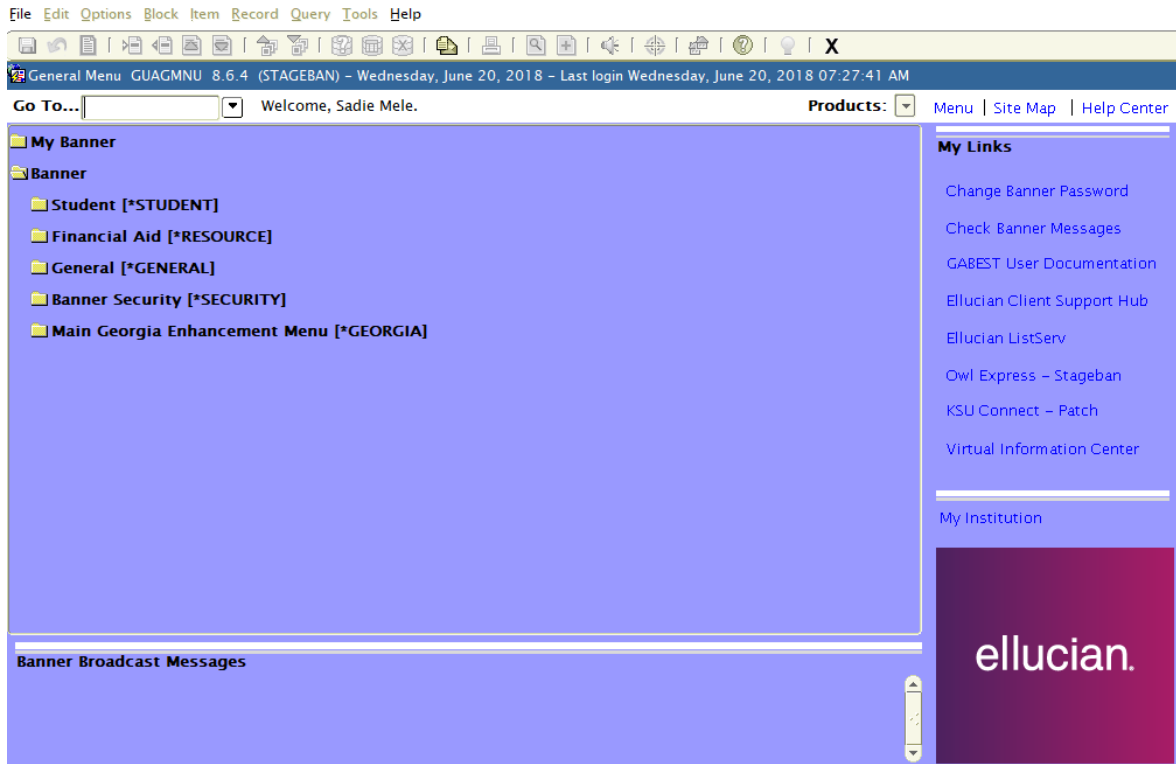
Central Authentication Service

This service and the services to which it provides access are for authorized use only. Any attempt to gain unauthorized access, or exceed authorized access, to Kennesaw State University resources will be pursued, as applicable, under campus policies and state or federal law.

[Forgot your password?](#) | [Don't have a NetID?](#)

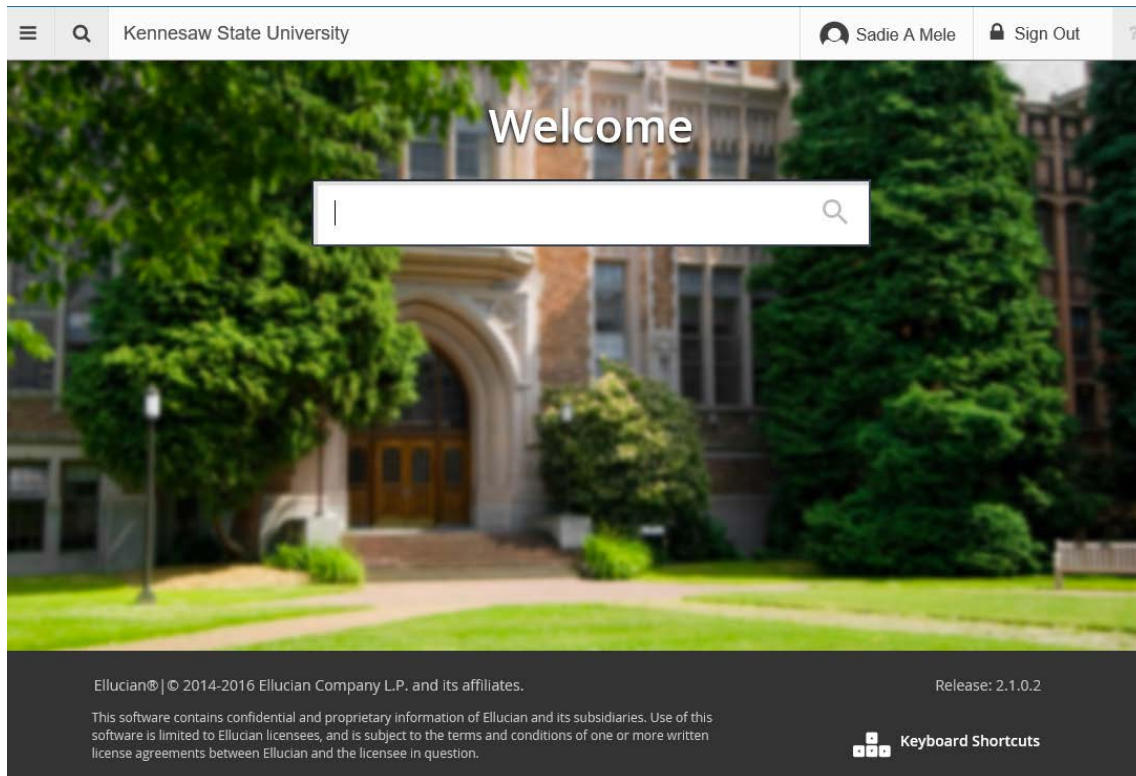
Home Page/Landing Page

Banner 8 INB



The screenshot shows the Banner 8 INB interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below this is a toolbar with various icons. The main header area includes a "Go To..." search box, a "Welcome, Sadie Mele." message, and a "Products:" dropdown menu. On the right side, there are links for "Menu", "Site Map", and "Help Center". The main content area is divided into two columns. The left column, titled "My Banner", contains a list of folders: "Banner", "Student [*STUDENT]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", "Banner Security [*SECURITY]", and "Main Georgia Enhancement Menu [*GEORGIA]". The right column, titled "My Links", contains a list of links: "Change Banner Password", "Check Banner Messages", "GABEST User Documentation", "Elucian Client Support Hub", "Elucian ListServ", "Owl Express - Stageban", "KSU Connect - Patch", and "Virtual Information Center". Below the "My Links" section is a "My Institution" section. At the bottom right, there is a large purple and blue graphic with the "ellucian." logo. The bottom left of the interface has a "Banner Broadcast Messages" section.

Banner 9 Administrative Pages

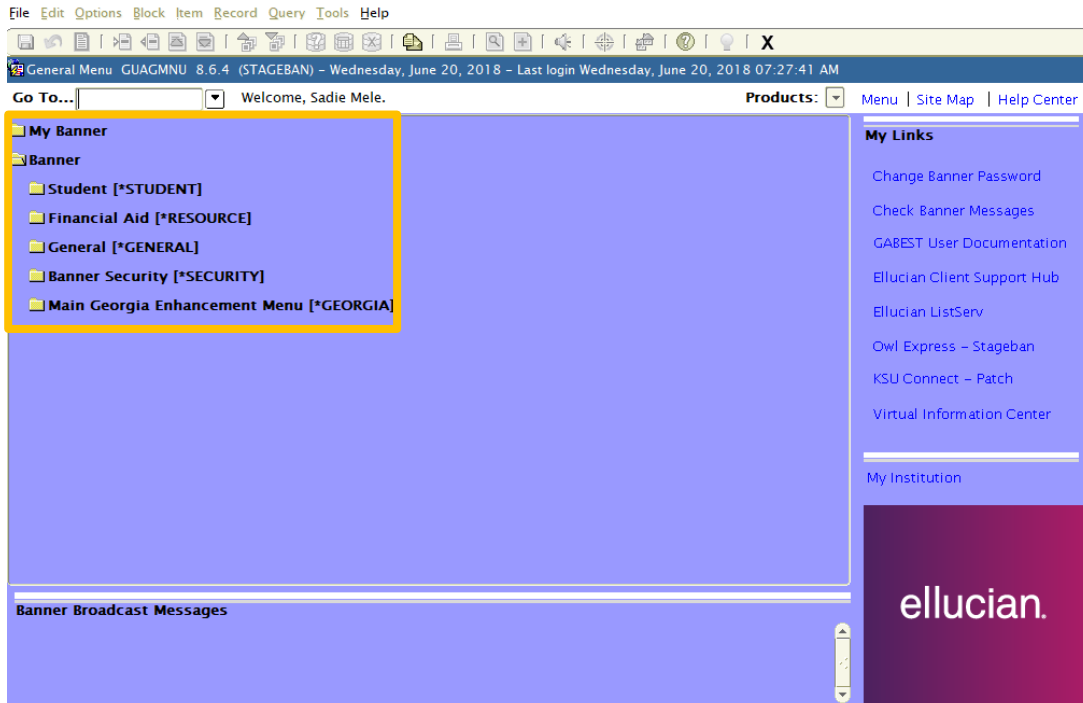


The screenshot shows the Banner 9 Administrative Pages interface. At the top, there is a navigation bar with a hamburger menu icon, a search icon, and the text "Kennesaw State University". On the right side of the navigation bar, there is a user profile icon for "Sadie A Mele" and a "Sign Out" button. The main content area features a large background image of a university building with a prominent archway. Overlaid on this image is the word "Welcome" in a large, white, sans-serif font. Below the "Welcome" text is a white search bar with a magnifying glass icon. At the bottom of the page, there is a dark grey footer area. On the left side of the footer, it says "Elucian® | © 2014-2016 Elucian Company L.P. and its affiliates." and "This software contains confidential and proprietary information of Elucian and its subsidiaries. Use of this software is limited to Elucian licensees, and is subject to the terms and conditions of one or more written license agreements between Elucian and the licensee in question." On the right side of the footer, it says "Release: 2.1.0.2" and "Keyboard Shortcuts" with a keyboard icon.

Please note: Photo background is subject to change.

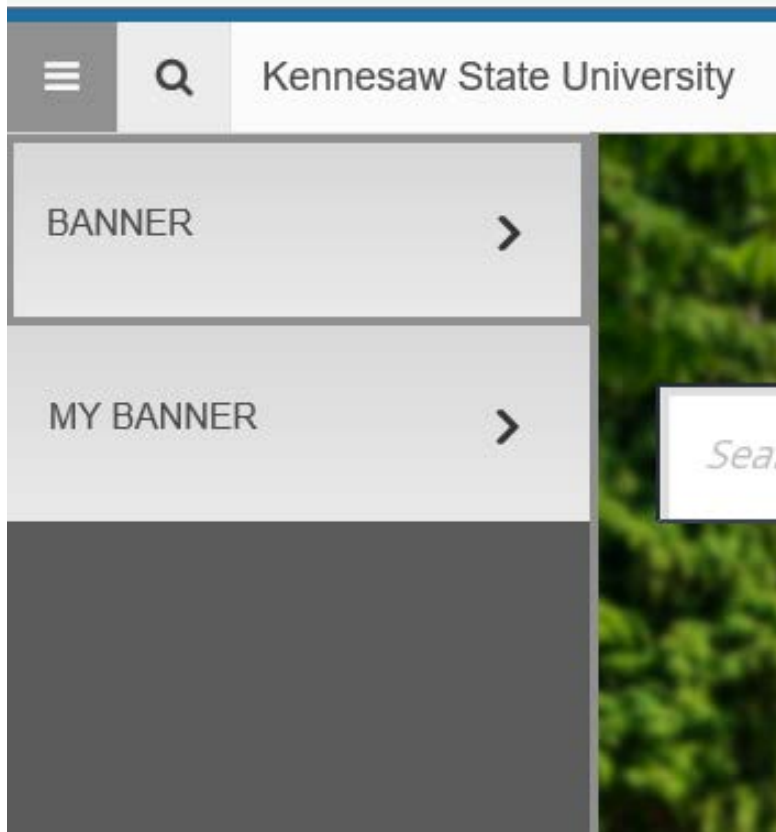
Forms/Pages Menus

Banner 8 INB



Banner 9 Administrative Pages

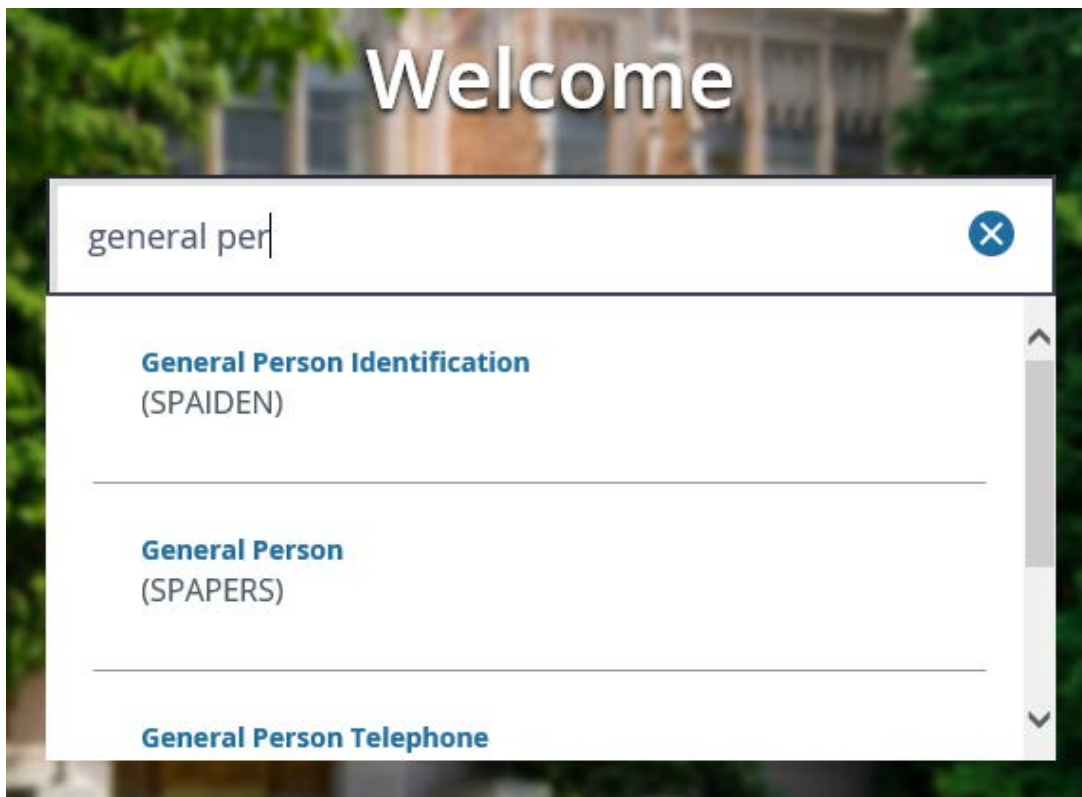
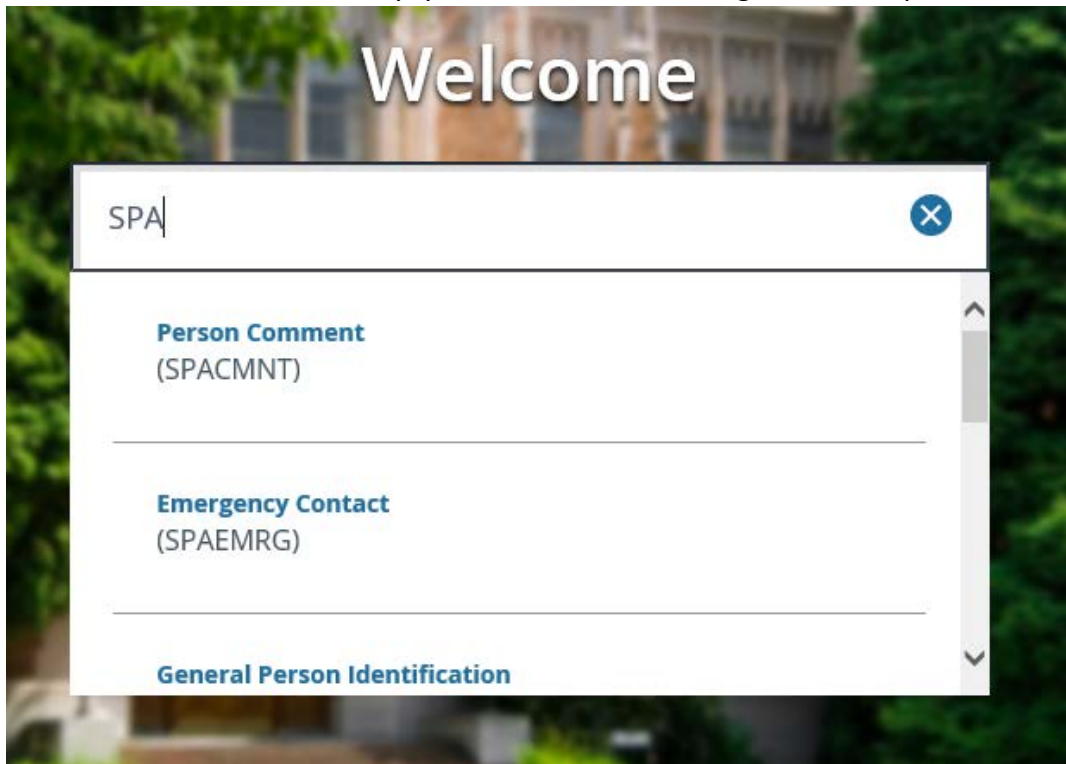
Click the 3 horizontal bars to see the menus. Click the “>” to open the menu, and the “<” to close it.



Search Box

Banner 9 Administrative Pages

The Search box is how you will search for your pages in Banner 9 Admin. If you start typing in the page name, Banner will start showing possible choices. You can either click on the page in the dropdown list, or type the entire page name and hit Enter. Alternatively, you can also search using the title or part of a title of a page.

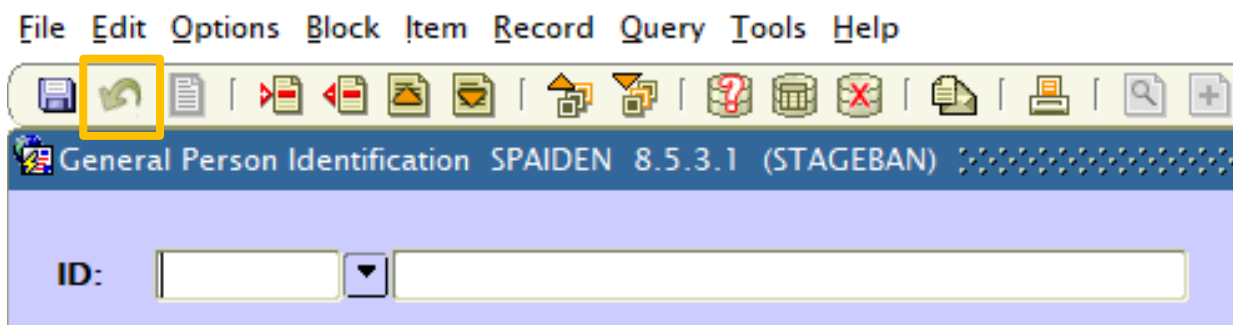
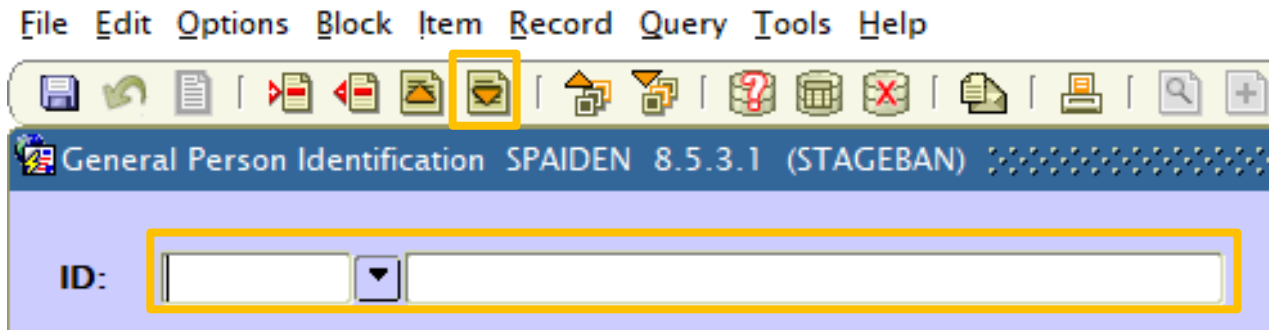


Key Block

The key block determines what data is entered or displayed on the rest of the page

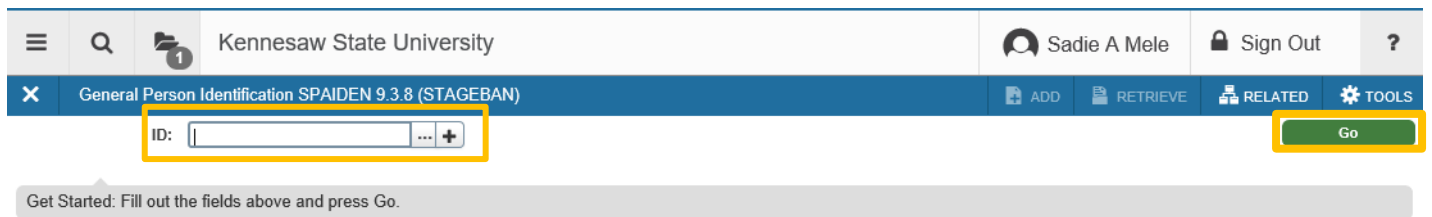
Banner 8 INB

To access the body of the form, populate the key block data and then click Next Block.

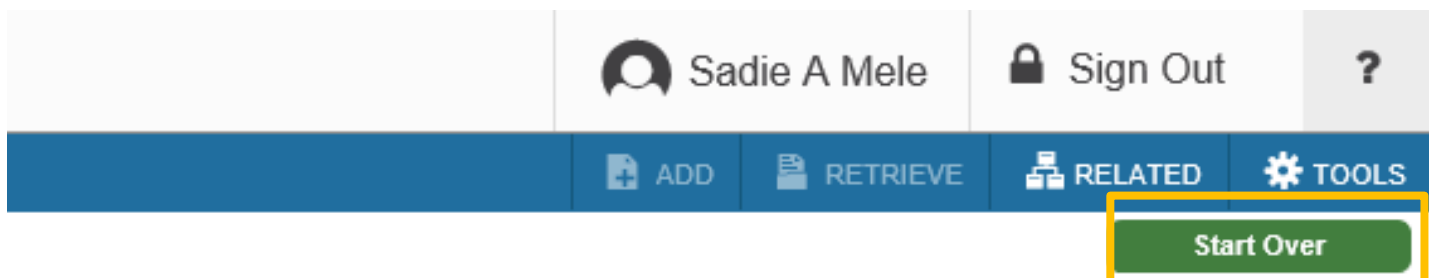


Banner 9 Administrative Pages

To access the body of the page, populate the key block data and then click Go.



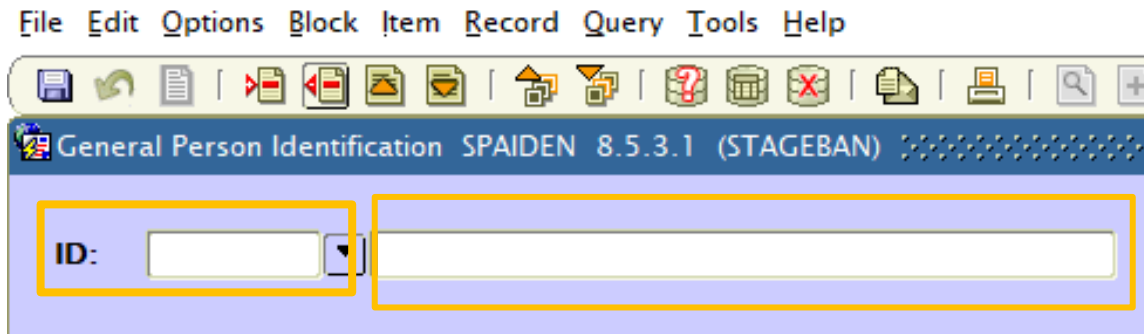
You can return to the key block if you are in the body of the page by clicking Start Over.



Name/ID Search

Banner 8 INB

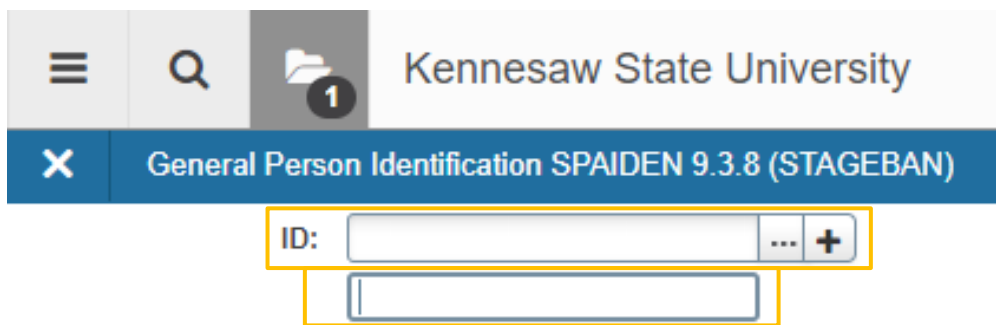
Enter the KSU Number in the *ID search box*



Banner 9 Administrative Pages

Searching by KSU #: Enter the UID into the ID: text box.

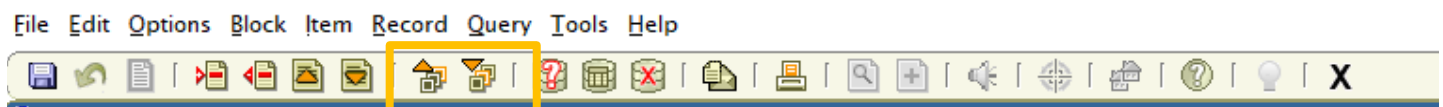
Searching by Name: Click into the ID: text box and hit tab. A second text box will appear to the right where you can enter the name of the client you want to search for (last name, first name, or by using the % Wildcard).



Previous/Next Section (block)

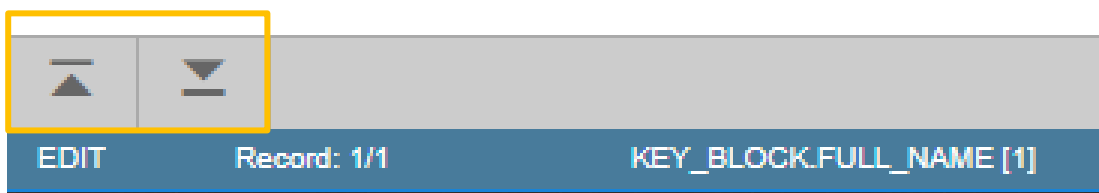
Banner 8 INB

The Previous and Next Block navigators are located in the toolbar at the top of the form



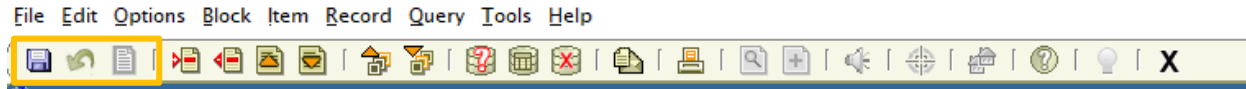
Banner 9 Administrative Pages

The Previous and Next Section navigators are located in the bottom left corner of the page.



Save/Cancel/Select

Banner 8 INB



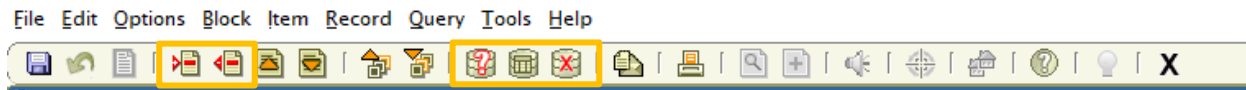
Banner 9 Administrative Pages

Save/Cancel/Select options are located in the bottom right corner of the page, if applicable.



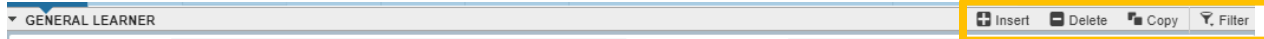
Insert/Delete/Copy/Filter (query)

Banner 8 INB



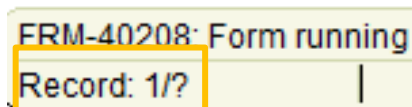
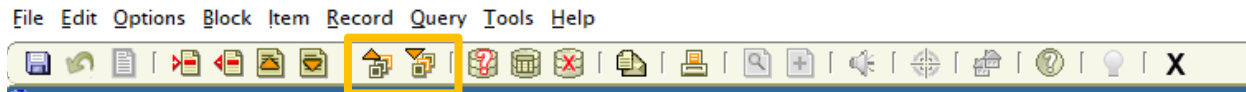
Banner 9 Administrative Pages

Insert/Delete/Copy/Filter actions are available at the top right of each individual sections of a page.



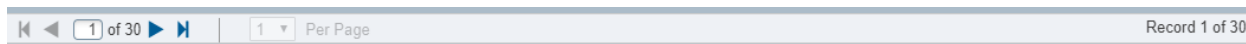
Record Navigation

Banner 8 INB



Banner 9 Administrative Pages

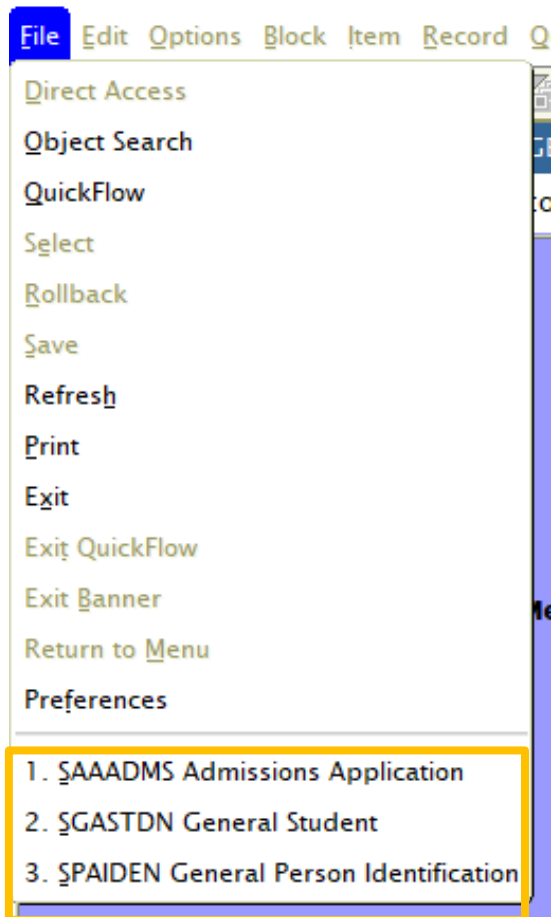
Record navigation is available at the bottom of individual page sections that display multiple records. First Page/Previous Page/Record Number/Next Page/Last Page/Records Per Page/ Record Count.



Accessing Recently Used Pages

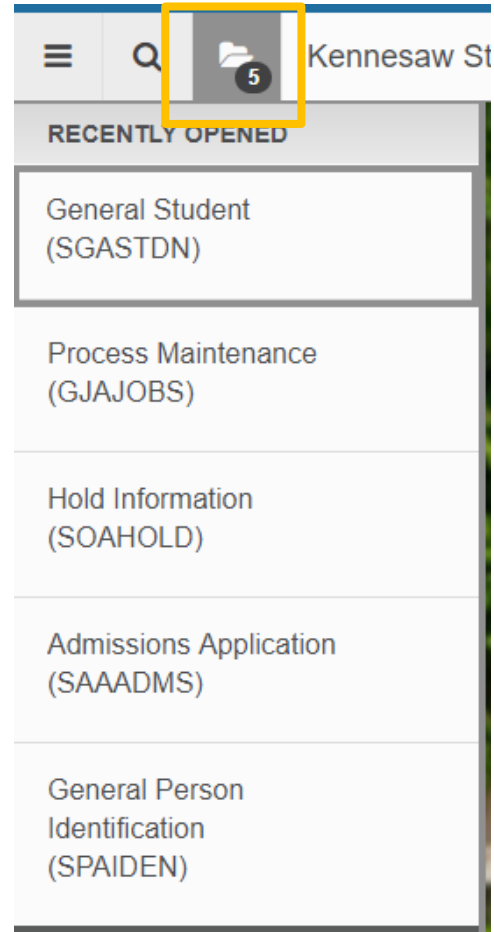
Banner 8 INB

Clicking *File* in Banner 8 INB will list your recently accessed forms at the bottom of the drop-down menu under *Preferences*.



Banner 9 Administrative Pages

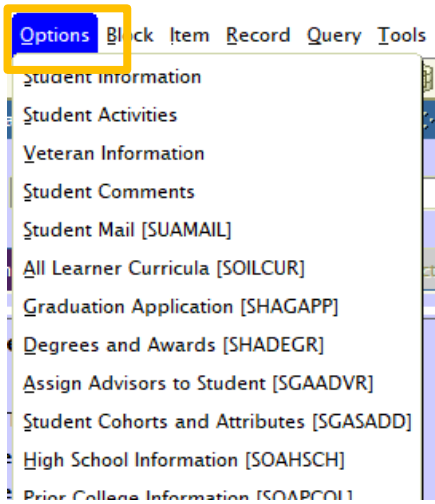
Clicking the folder in the toolbar at the top of the Banner 9 Administrative Page will give you the list of your recently opened pages.



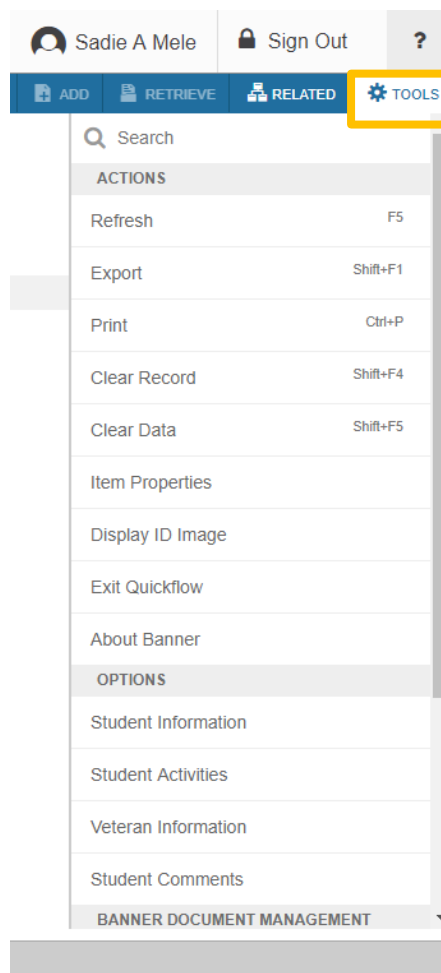
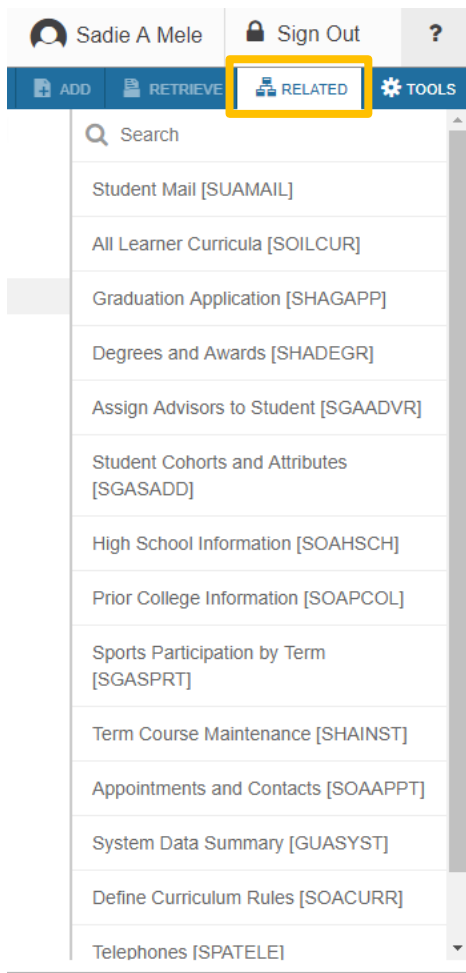
Options/Related

Related pages and options specific for that form.

Banner 8 INB



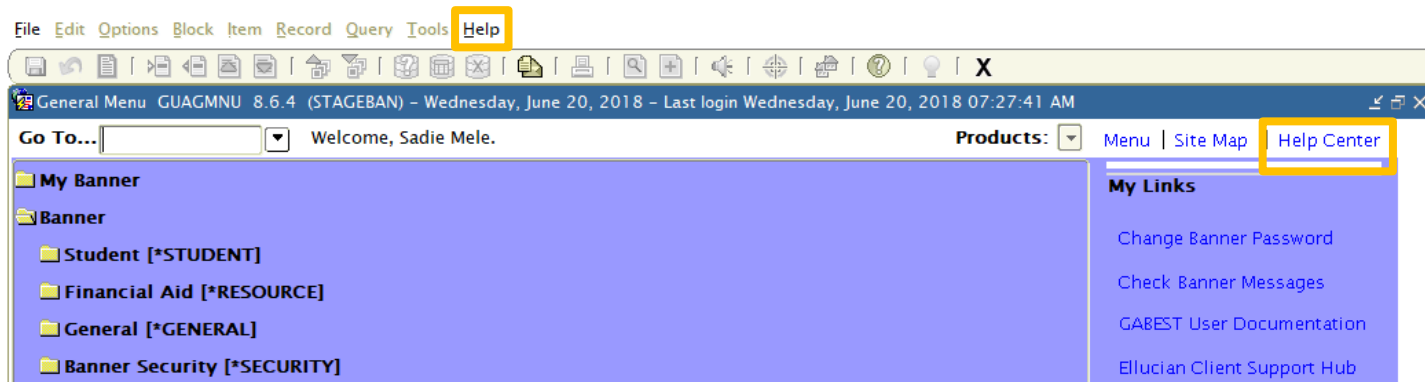
Banner 9 Administrative Pages



Accessing "Help"

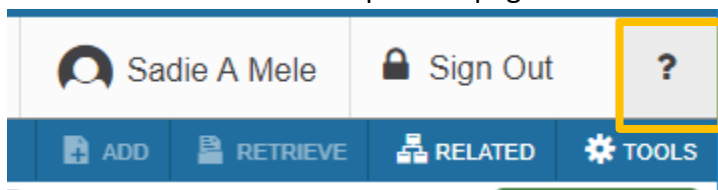
Banner 8 INB

Click on the Help Center link in the top right corner of the home screen.



Banner 9 Administrative Pages

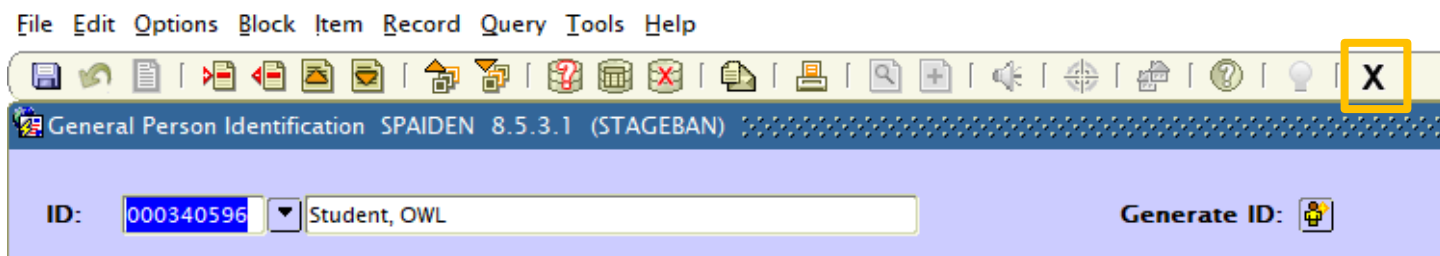
When working in the page you need help on, click on the question mark (Ctrl+Shift+L) on the right hand side of the toolbar at the top of the page.



[Close Form/Page](#)

Banner 8 INB

To close a form, click on the X in the top right corner of the toolbar.



Banner 9 Administrative Pages

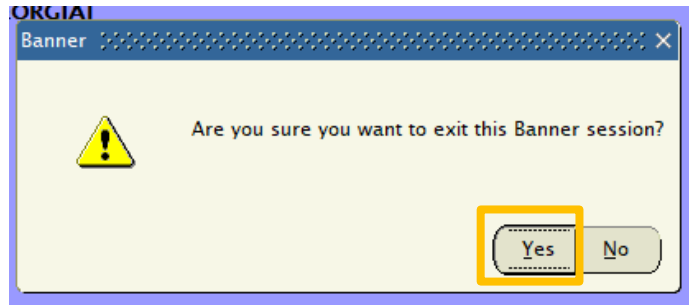
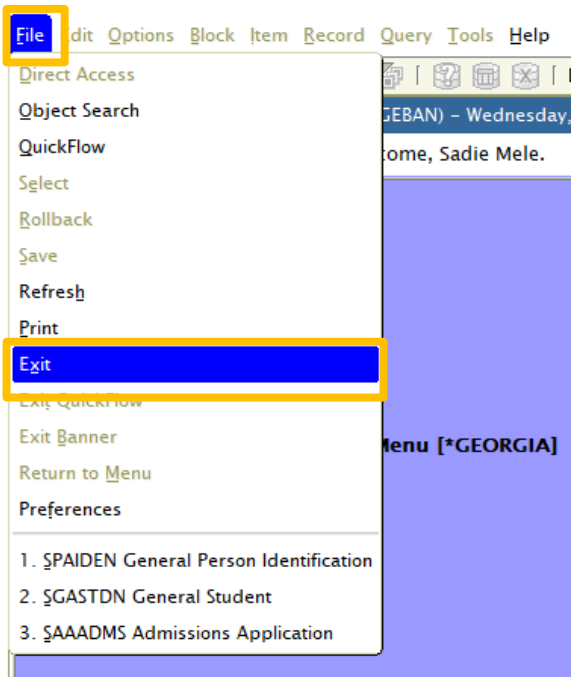
To close a page, click on the X in the top left corner of the toolbar.



[Logging Off](#)

Banner 8 INB

Under File, click Exit.



Banner 9 Administrative Pages

Click Sign Out in the top right corner the page.

