Select: Internet Native Banner (INB) Production Database

Note: The instructions in the lower blocks on the form are very important because they inform you on the version of java you should be running and also how to add trusted sites to your computer to maximize your viewing experience.
Login using your Banner ID and Password.
This is the userid in the email from Gary Redmon, not pipeline
Call Gary Redmon (x5149) for your password.

Select NO if you receive this popup.
First Time Setup Instructions for Banner Finance

To display acronyms on menu next to form name

Double click on General
Double click on System Functions/Administration
Double click on Menu/Preference Maintenance
Double click on General User Preference Maintenance
Check the box next to ‘Display Form Name on Menu’

Click SAVE icon or press F10
Click OK and click black X to exit Banner
Select YES to exit Banner

At the IE window logon to Banner again as instructed above.
Menu items now have the acronym displayed next to the name.
Setting up ‘My Banner’

Frequently used forms can be saved in the menu under ‘My Banner’ for quick and easy access. This is also a one-time setup but can be modified as needed when new forms need to be added or old forms deleted.

Log on to Banner

Double click on My Banner
Double click on Empty; Select to build. [GUAPMNU]
Right hand side of the form is blank and the cursor should be sitting in the Object field.

Type FRIGITD and press the down arrow key.

Type FGIBDST and press the down arrow key.

Type FGITBAL and press the down arrow key.

Type FRIGSUM and press the down arrow key.
Press the SAVE icon or press F10 to save your changes.
Message should say ‘4 records applied and saved’.

Close this window by selecting the black X.

Log out of Banner and back on to see the forms now appear in ‘My Banner’.