

BANNER BASIC NAVIGATION TRAINING and MUINFO ACCOUNT CREATION for ALL MARSHALL UNIVERSITY EMPLOYEES

Banner Training Policies:

- The **completion of the Banner Basic Navigation class is required** prior to the receipt of a Banner account. An account request form must be completed during the class, approved by the trainer, and taken back to the employing department for supervisor approval. An MUINFO account will be created upon receipt of a completed account request form.
- Banner Basic Navigation Training classes are offered shortly after the beginning of each semi-monthly payroll period. These are 2-hour sessions. It is the responsibility of the hiring department to register the new employee in the appropriate Banner training session(s). Banner Basic Navigation Training Class will be held even if there is only one registrant.

At the completion of Banner Navigation training, participants will:

- Understand and use navigation techniques throughout the Banner Administrative Information System
- Know and understand the importance of confidentiality of Banner data
- Understand the importance of accurate data entry
- Understand the relationship of data among modules
- Demonstrate confidence in using Banner
- Be able and motivated to explore Banner functionality independently

Topics Covered:

- Logging in/out of Banner
- Access to Banner: Update and Query Privileges
- Menus
- Form Names
- Parts of a Banner Form
- Navigation on a Form (Using the Mouse, Pull-Down Menus, Icons on the Toolbar, Options Menu, Keystrokes)
- Validation Tables
- Searching the Database
- Banner Web Site

Guides and Resources on the Banner Web Site:

- Banner Home Page <http://www.marshall.edu/banner/>
- Basic Navigation Guide
- Faculty Guide for Using the Dean's Menu
- User's Guide for Finance Operations
- Instructional Guides (Printing transcripts, class lists, etc.)