

West Virginia University
Office of the University Registrar

INTRODUCTION TO BANNER



WEST VIRGINIA UNIVERSITY
Office of the University Registrar &
Office of Information Security

TRAINING OBJECTIVES

1. Knowledge of WVU's information security policies as they pertain to Banner
2. Ability to locate and sign into Banner
3. Ability to locate and navigate Banner Forms
4. Ability to find information located in Banner



WVU DATA SECURITY

Enterprise Standards for Use of Information Technology & Data Security Best Practices



PREPARATION

- WVU collects and maintains personal information from employees and students
 - Access and use of this data is governed by federal and state laws, and WVU Policies and Standards
 - WVU employees have a shared responsibility to secure this data
 - You can be held liable for security breaches due to direct action or inaction



APPLICABLE LAWS, POLICIES, STANDARDS

- Federal Law
 - Family Educational Rights and Privacy Act (FERPA)
- WV State Law
 - West Virginia Consumer Credit and Protection Act
- WVU Board of Governors Policy
 - Policy 10 Student Rights and Responsibilities
- WVU OIT Policies and Standards
 - Policy 13 Access, Security, and Control of Data and Information



IT GOVERNANCE COMMITTEES

- “All IT Policies, Standards, and Procedures **apply to all WVU employees**, students, and third parties. These standards define the minimum requirements for each area at WVU. “
<http://oit.wvu.edu/standards/>



IT GOVERNANCE COMMITTEES

- “All IT Policies, Standards, and Procedures **apply to all WVU employees**, students, and third parties.”
 - Policy 13: Access, Security and Control of Data
 - Users are responsible for the protection, privacy, and control of all data, regardless of the data storage medium
 - Passwords and userids may not be shared with anyone under any circumstances
 - Standard 1.5: Individual Account
 - Users must not give their username(s) and passwords to anyone or permit anyone else to use their Individual Account(s) after personally logging in.

<http://oit.wvu.edu/standards/>



DO NOT REUSE YOUR WVU CREDENTIALS

- Keep your WVU login credentials secure.
 - Do not re-use them on private accounts
 - The most common security issue reported by WVU users is a simultaneous hack of Facebook and MIX accounts because the same login credentials were used on both.



SOCIAL MEDIA

- Don't post WVU business information on your social media accounts
 - Data thieves troll these sites to gain information and clues on how to access corporate accounts



INFORMATION SECURITY SERVICES

- For more information about *Enterprise Standards for Use of Information Technology & Data Handling at WVU*, and methods to protect your PC and keep your personal identity secure, contact the WVU Information Security Services at:
defendyourdata@mail.wvu.edu



DIRECTORY INFORMATION

Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information Includes but is not limited to:

- Student's Name
- Address
- Telephone Listing
- Place of Birth
- Major

Limited Use Directory Information

- Email Address
- Photographs or videos containing student images

Directory Information DOES NOT include:

- Date of Birth
- Social Security
- Student ID Number

Opt Out

- Students may refuse to let an institution release directory information.



BANNER DETAILS

- Banner is WVU's Information System
- To get Banner access, go to <https://ssmweb.wvu.edu/star>
 - Follow the prompts to complete the form.
- Only certain offices on campus can make changes in Banner.
- You will need to have JAVA installed on your computer for Banner to function.
 - Banner will prompt you to install JAVA if it is not on your computer already.

STAR Student Information System

Home

MyID Information

Star Login Screens

- Students and Faculty (SSB)
- Administrators (INB)

Documentation

- FERPA & Parent/Guest Portal
- STAR INB Usage
- INB Setup
- Rpt Instance Dept Access Standard
- SSB Test Instance Access Standard

STAR Module Chairs

Office of the University Registrar

- Tom Seider
- Assistant Registrar

Financial Aid

- Tressa Wanner
- Interim Director

Housing

- Shirleya Bolyard
- Program Administrator Senior

Office of Admissions

- Marilyn Potts
- Director

Office of Student Accounts

- Cassie Brown
- Manager of Student Accounts

Facilities Planning and Scheduling

- Meredith Morris
- Scheduling Manager

Procedure for Requesting Access to the STAR INB Forms and Reports

For University Staff Only

Note: Please **do not** request accounts for students. Students are not permitted access to STAR/Banner.

Instructions on Requesting a new account or a change in access to a current account

1. Be sure to have the MyID and Username of the account owner whose account you want to create or modify.
2. Go to [The SSM Security Request Form](#) and log in with your MyID.
 - 0-Note: This link will open in a new window so you can continue to see the instructions.
3. If you are requesting an account for yourself, click the "Employee Requests" link on the left-hand menu.
4. If you are requesting an account for your employee, click the "Supervisory Requests" link on the left-hand menu.
5. You should see several systems listed. Click the "[+]" to expand the account section you need.
6. Choose Create, Modify, or Delete as appropriate for your needs.
 - o Depending your which button you click you may be asked for a MyID or Username.
 - o Enter it when asked to proceed. For supervisory requests to create an account, the Employee's account username should be the same as their MyID.
7. You should by now be presented with an account screen with most of the information filled in for you. If not, please make sure the MyID/Username you entered was correct and try again.
8. Each section below has it's own special instructions that appear on the request page. Be sure to read them as you fill in the request.
9. Check the User Information section carefully to make sure the information is correct. It is pulled directly from the Online directory so if you see anything incorrect you should contact the HelpDesk to get it corrected. Changing the information on the SSM request form will only affect the account you are requesting and not the online directory information.
10. Under the Account Information section be sure to check any databases you need that aren't already checked as well as any of the appropriate options available to the account. **DO NOT** choose an option that you do not need. A good rule of thumb is that if you are unsure, then you probably don't need it.
11. Under the Access Needed section, describe, in detail, what access you need. If you know the specific forms, please enter them. If you have any special requests or instructions, please enter them here as well. The more detailed you are with your request, the better.
12. For employee requests you will be presented with a section for your Supervisor's information.
 - Enter your Supervisor's name (and only their name) and email address. This name will be validated.
13. For employee requests read the "Code of Responsibility for Security and Confidentiality of Records and Files", and if you approve, Click "Submit Security Request"

What happens next?

Employees

Your request will be sent to your supervisor for approval. Once approved by your supervisor, it goes onto the SSM Operations unit and the module chairs for processing. You will receive email notifications during the different stages of the process.

If you have any questions, please contact ssm_operations@hatter.wvu.edu.

Supervisors



LOGGING IN

- Go to staraccess.wvu.edu
- Click STAR INB Access
- Enter your Login ID and Banner Password.
- You no longer have to enter a database
- Click Connect
- Click NO when the security warning displays.
- For password help call OIT at 293-4444



SYSTEMS & MODULES

Student System

Admissions

Catalog

Registration and Fee Assessment

General Student

Grades and Academic History

Faculty Load

Location Management

Person

Schedule

Recruiting

Financial Aid

Budgeting

Record Creation

Electronic Data Exchange



OBJECT NAMING CONVENTIONS

The unique seven- or eight-character names of Banner objects—forms, reports, jobs, and tables—are assigned according to a set of conventions. Each name is built from the same four components:

System identifier (one or two characters).

Module identifier (one character).

Object type code (one character).

Unique identifier (four characters).

Item Name	System	Module	Object Type	Unique Identifier
SPAIDEN	S- Student	P- Person	A- Application	IDEN- Identity
GJRPTS	G- General	J- Job Submission	R- Report	RTPS- Reports
STVSUBJ	S- Student	T- Table	V- Validation Table	SUBJ- Subject Codes



STUDENT SYSTEM MODULES

Form (Object)	Second Letter (Module)	Module	Description
SCADETL	C	Catalog	Course detail at the catalog level
SFAREGQ	F	Registration	Query form for registration
SGASTDN	G	General Student	General student record
SHACRSE	H	Academic History	Graded course information
SIAINST	I	Instructor (Faculty)	Faculty/Advisor status
SRARECR	R	Recruitment	Recruit prospect information
SSADETL	S	Scheduling	Course detail at the section level

The second letter of the Form name is the Module indicator. The module gives us a clue as to what type of information the form contains.



NAVIGATION

Oracle Fusion Middleware Forms Services

File Edit Options Block Item Record Query Tools Help

General Menu: GUAGMNI1.8.4.2 (STAR) - Monday, August 18, 2014 - Last login Wednesday, August 13, 2014 09:49:44 AM

Go To... Products: Menu | Site Map | Help Center

My Banner


Banner

- Student [*STUDENT]
- Financial Aid [*RESOURCE]
- General [*GENERAL]

My Links

- [Check Banner Messages](#)
- [Class Roster Form](#)
- [Student Courses by Term](#)
- [Student Course Summary](#)
- [Student Courses by Subject](#)
- [General Student](#)
- [Student Address](#)

My Institution



Banner Broadcast Messages

Enter the object name; Press LIST for listing.

Record: 1/1 | ... | <OSC>



KEY BLOCK

- Key Block is the first block on most forms. It contains Key information and determines what is entered or displayed on the form.
- You may only change information in the key block when your cursor is in the key block.

Oracle Fusion Middleware Forms Services: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.5.8 (STAR)

ID: Student Summary Term: ☐ View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: From Term: To Term:

Student Status:

Student Type:

Residence:

Fee Assessment Rate:

Class:

Student Centric Cycle:

Full or Part Time: ☐ Full Time ☐ Part Time ☒ None

Additional Information

Site:

Session:

Block:

Citizenship:

Curricula Summary

Priority Term: Program: Student Type: Rate: Degree:

End: Outcome Key: Admission Type: Admission: Matriculation:

Field of Study Summary

Priority Term: Type: Field of Study: Department: Attached to Major:

Identification number, press LIST for name/ID search form; DUPLICATE ITEM for Alternate ID look-up; HELP for summary.

Record: 1/1 | | ... | | <OSC>



PERSON SEARCH QUERY

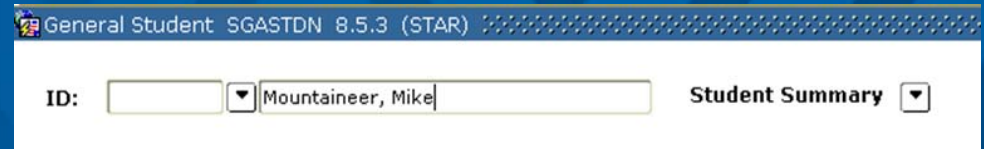
[illegible]

- If you are unsure of a student's ID number you can use Person Search to look them up.
- A percent sign (%) can be used as a wildcard.



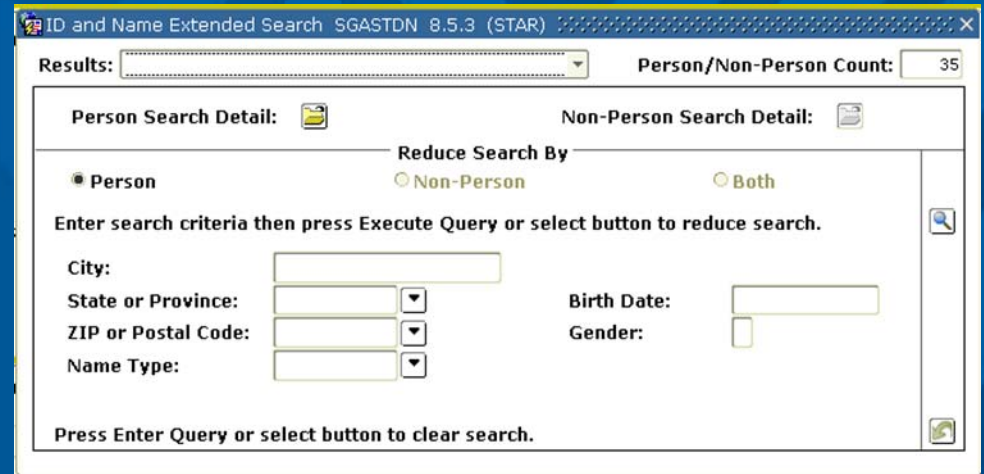
STUDENT SEARCH

- You can type a student's Last Name , First Name into the name field next to ID and press enter on your keyboard.
- If there is more than one student with that name, use the Extended Search pop up window to select the student you're looking for.



General Student SGASTDN 8.5.3 (STAR)

ID: Mountaineer, Mike



ID and Name Extended Search SGASTDN 8.5.3 (STAR)

Results: Person/Non-Person Count: 35

Person Search Detail: ☒ Person Non-Person Search Detail: ☐ Non-Person ☐ Both

Reduce Search By

Enter search criteria then press Execute Query or select button to reduce search.

City:

State or Province:

ZIP or Postal Code:

Name Type:

Birth Date:

Gender:

Press Enter Query or select button to clear search.



BANNER AND TERM

Term Sequence Course History SHATERM 8.4 (STAR)

ID: Course Level Codes by Person: **Start Term:**

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

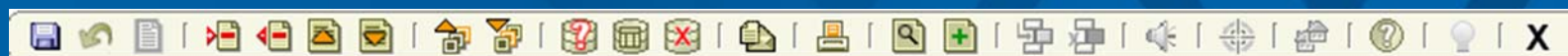
Current Standing

















Term	Term Indicator	Banner Representation	Example
Fall	08 (August)	201108	
Spring	01 (January)	201201	
Summer	05 (May)	201205	



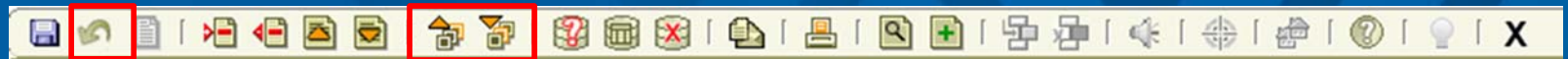
KEYBOARD FUNCTIONS AND TOOL BAR BUTTONS



Button	Function	Keyboard Function
	Save	F10
	Roll Back	Shift F7
	Select	Double Click (mouse)
	Insert Record	F6
	Remove Record	Shift F6
	Previous Record	Up Arrow key
	Next Record	Down Arrow key
	Previous Block	Ctrl Page Up
	Next Block	Ctrl Page Down
	Enter Query	F7
	Execute Query	F8
	Cancel Query	Will happen automatically when form is closed.
	View/Sent Message	Currently Unsupported
	Print	Shift F8



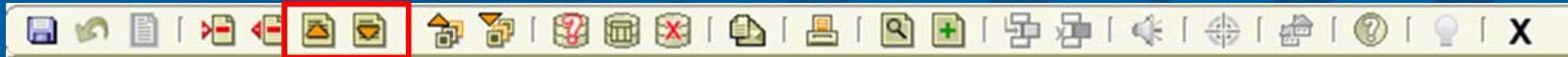
NEXT BLOCK AND ROLL BACK



- Next Block and Roll Back help you navigate blocks in Banner.
- Each Banner Form is made up of Blocks and Fields.
- Blocks are denoted by a gold band.
- Fields are boxes where information is input and displayed.



NEXT RECORD AND PREVIOUS RECORD



- Next Record and Previous Record help you navigate records in each form
- For example, a student who has changed their major twice will have two General Student records in SGASTDN. Use the Next Record function to scroll through the records.

Oracle Fusion Middleware Forms Services: Open - SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.5.3 (STAR)

ID: Student Summary

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: Student Status: Student Type: Residence: Fee Assessment Rate: Class: Student Centric Cycle: Full or Part Time: ☐ Full Time ☐ Part Time ☒ None

From Term: To Term:

Additional Information

Site: Session: Block: Citizenship: 01 US Citizen

Curricula Summary

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End: <input type="text"/>	Outcome Key: <input type="text"/>	Admission Type: <input type="text"/>	Admission: <input type="text"/>	Matriculation: <input type="text"/>		

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name: Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.

Record: 1/1



QUICK RECAP

- Forms are the Objects that we use most in Banner
- There are three ways to access the Forms
- We use Person Search to find people in Banner
- Some forms require a term in the Key Block
- Next Block, Previous Block and Roll Back move us from block to block
- Next record and previous record let use view multiple records in one form.



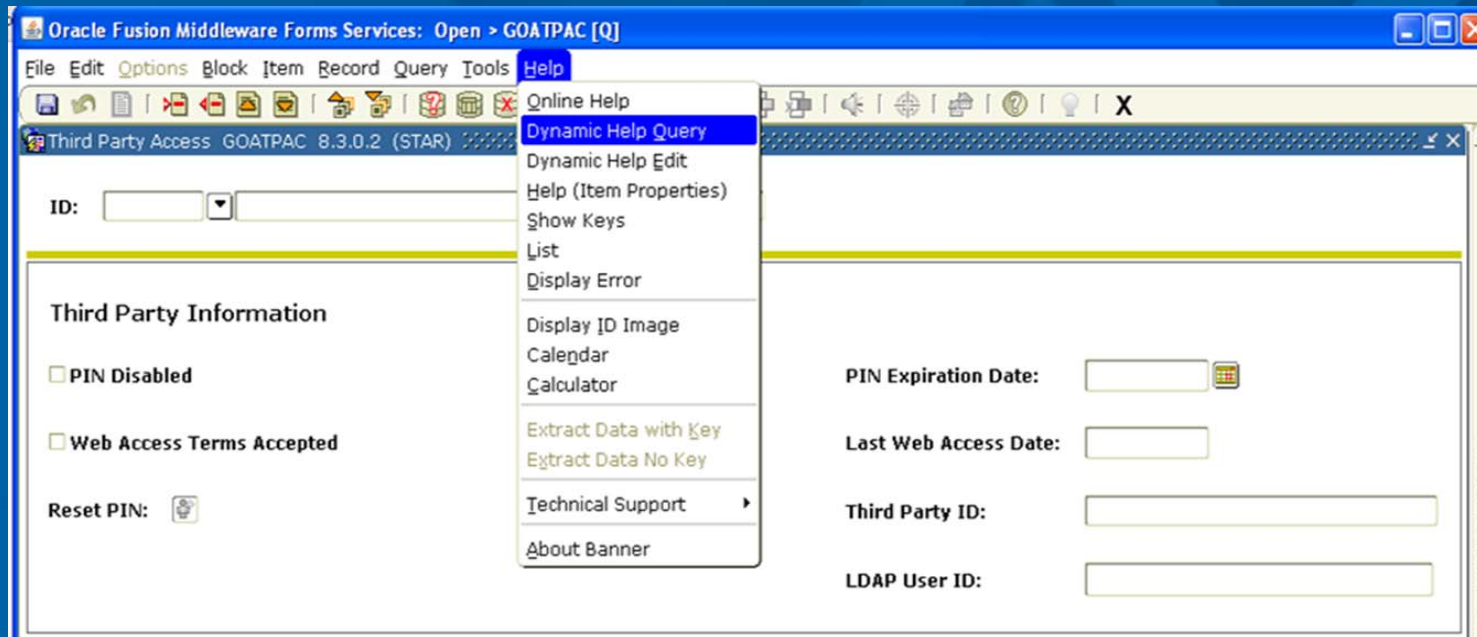
QUERIES

- Using the query function can make it easier to locate specific information on a Form.
- Use F7 to clear information
- Type what you are searching for into the appropriate field
- Use F8 to execute your query.

	Enter Query	F7
	Execute Query	F8



DYNAMIC HELP



- Use Dynamic Help to get information about a Form, Field or Block.



QUESTIONS & SURVEY

<http://goo.gl/oDF92o>



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FOR MORE INFORMATION PLEASE CONTACT:

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