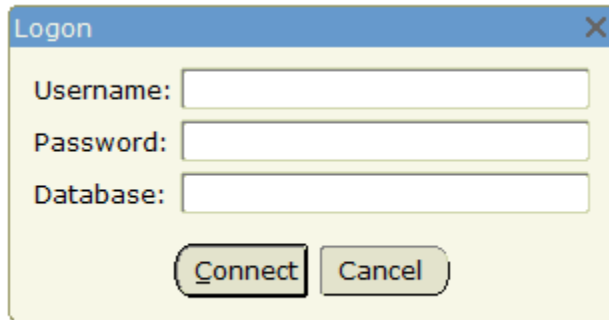


Getting Started in Banner

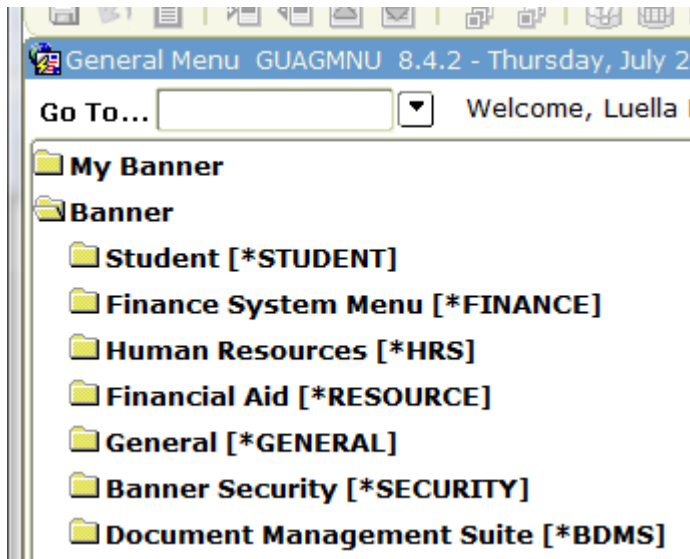
Logging into Banner for the first time...for Username and Password, use your first initial and last name. (You will always use your first initial and last name for the Username)





A screenshot of the Banner Logon dialog box. The dialog has a title bar that says "Logon" with a close button (X) on the right. It contains three text input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

A message will come up that your Password has expired...enter a new Password and click Connect...this will bring you to the General Menu in Banner.

Under My Banner



Go to  **General [*GENERAL]** double click.

Go to  **System Functions/Administration [*GENSYS]** double click.

Go to  **Menu/Preference Maintenance [*GENMENU]** double click.

Go to  **General User Preferences Maintenance [GUAUPRF]** double click.

When this form opens under Display Options check the
second box ..."Display Form Name and Menu." And **Save**.

You will have to exit Banner and log back in to see the changes made to MY Banner.

To populate and organize your personal menu in Banner, see below:

**To organize your Personal Menu in Banner, go to
GUAPMNU - My Banner Maintenance**


Step 1. Double Click in Object, the data will become highlighted

Query

Step 2. Click Enter Query  the data will disappear.

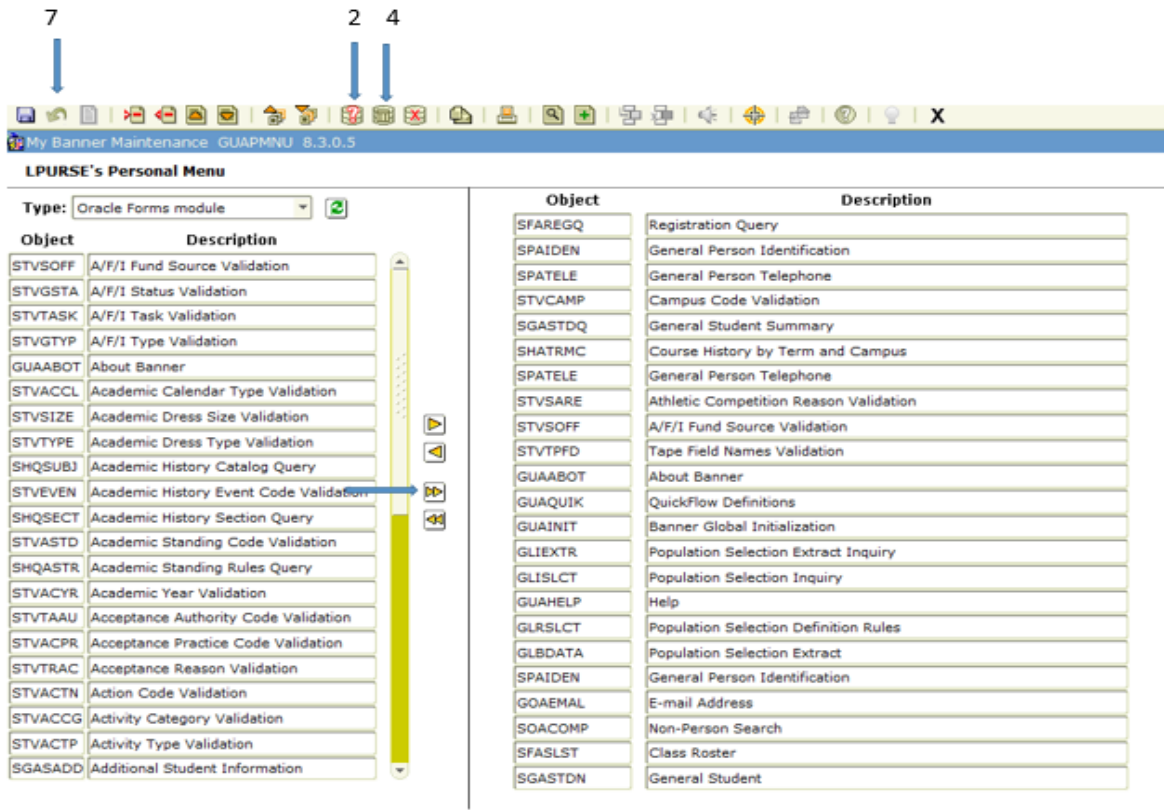
Step 3. Type in Form Name (example: SPAIDEN)

Step 4. Click Enter Execute 

Step 5. Click on  Inset all.

Step 6. SAVE

Step 7. Rollback and Enter Again



The screenshot shows the Oracle Banner Maintenance interface. At the top, a toolbar contains several icons, with arrows labeled '7', '2', and '4' pointing to specific icons. Below the toolbar is a blue header bar that reads 'My Banner Maintenance GUAPMNU 8.3.0.5'. The main area is titled 'LPURSE's Personal Menu' and features a 'Type: Oracle Forms module' dropdown. Below this are two columns of object validation options, each with 'Object' and 'Description' headers.

Object	Description
STVSOFF	A/F/I Fund Source Validation
STVGSTA	A/F/I Status Validation
STVTASK	A/F/I Task Validation
STVGTYT	A/F/I Type Validation
GUAABOT	About Banner
STVACCL	Academic Calendar Type Validation
STVSIZE	Academic Dress Size Validation
STVTYPT	Academic Dress Type Validation
SHQSUBJ	Academic History Catalog Query
STVEVEN	Academic History Event Code Validation
SHQSECT	Academic History Section Query
STVASTD	Academic Standing Code Validation
SHQASTR	Academic Standing Rules Query
STVACYR	Academic Year Validation
STVTAAU	Acceptance Authority Code Validation
STVACPR	Acceptance Practice Code Validation
STVTRAC	Acceptance Reason Validation
STVACTN	Action Code Validation
STVACCG	Activity Category Validation
STVACTP	Activity Type Validation
SGASADD	Additional Student Information

Object	Description
SFAREGQ	Registration Query
SPAIDEN	General Person Identification
SPATELE	General Person Telephone
STVCAMP	Campus Code Validation
SGASTDQ	General Student Summary
SHATRMC	Course History by Term and Campus
SPATELE	General Person Telephone
STVSARE	Athletic Competition Reason Validation
STVSOFF	A/F/I Fund Source Validation
STVTPFD	Tape Field Names Validation
GUAABOT	About Banner
GUAQUIK	QuickFlow Definitions
GUAINIT	Banner Global Initialization
GLIEXTR	Population Selection Extract Inquiry
GLISLCT	Population Selection Inquiry
GUAHELP	Help
GLRSLCT	Population Selection Definition Rules
GLBDATA	Population Selection Extract
SPAIDEN	General Person Identification
GOAEMAL	E-mail Address
SOACOMP	Non-Person Search
SFASLST	Class Roster
SGASTDN	General Student

Again, you will have to exit Banner and log back in to see the changes made to **MY Banner**.