



Banner 9 Getting Started

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Success only comes to those who dare to attempt,
Mallika Tripathi

Don't forget: the more you use Banner 9 in your daily work the easier it will become.

Thank you!!

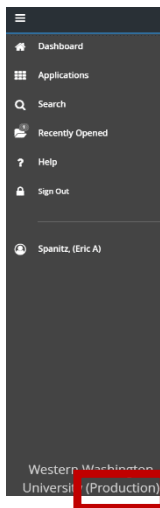
A. Getting Started – Signing In

How to Access Banner 9 Production Environment – On and After October 23rd, 2018, Tuesday

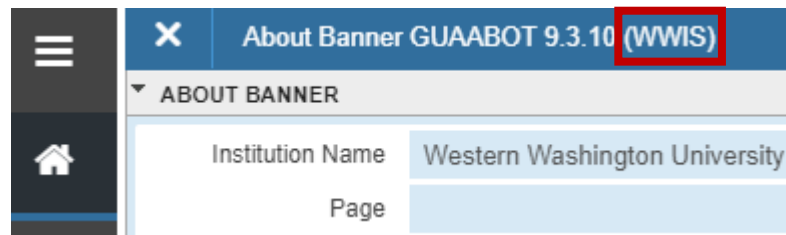
1. From myWestern, go to the Employee tab, go to the Banner 9 widget. The link is at the top:

A green rectangular button with the text "Banner 9 Production" in white, bold, sans-serif font.


2. Make sure you are in Banner 9 Production. Expand the menu on the left, and see “Western Washington University (Production)” in the lower left corner.



At the top left of each Admin page, you will also notice “(WWIS)” indicating the Production database name:



B. Exiting Banner – Signing Out

1. When you finish working in Banner, please sign out by clicking lock icon  on the left menu panel.
2. If you are inactive for approximately four hours, the system will sign you out. You can sign back in again, as needed.
3. Once you sign in at the start of the day, if you stay signed in, and even if you are actively working on pages, after EIGHT hours, the system will sign you out. You can sign back in again, as needed.

C. Support

Contact ATUS Help Desk at extension 3333 or HelpDesk@wwu.edu for the following issues:

- General questions about how to acquire and terminate Banner accounts
- General access and guidance with permissions
- Operating Systems and access
- Remote Access to Banner
- VPN
- File extension support with output
- Drive mapping support
- Browser Support and Security
- Error Reporting
- Banner Printing
- Password Support
- Network connections to Banner (new buildings or change in locale)

Application issues will be communicated by ATUS Staff to the appropriate Functional Analyst and/or Enterprise Application Services (EAS) System Analyst.

Follow your existing support processes to report Banner issues. Support Issues involving specific Banner areas or modules:

| Support Issues | Point of Contact | Email Address | Phone Number |
|---|------------------|--|--------------|
| Accounts Receivable (General & Student) | Leslie Pinkston | Leslie.pinkston@wwu.edu | x4905 |
| Admissions | Margie Conway | Margie.conway@wwu.edu | x7507 |
| Advancement (Alumni) | Donna Janigo | Donna.janigo@wwu.edu | x3069 |
| Financial Aid | Christy Jensen | Christy.jensen@wwu.edu | x4088 |
| Finance | Sharon Colman | Sharon.colman@wwu.edu | x3479 |
| Human Resource/Payroll | David Weiss | David.weiss@wwu.edu | x3478 |
| Registrar's Office | Taya Winter | Taya.winter@wwu.edu | x7912 |
| ATUS Help Desk | Help Desk | HelpDesk@wwu.edu | x3333 |

D. Western Customized Banner Pages (forms) NOT in Production Yet

To access these pages, please use Banner 8 at this time. This list is being updated regularly, please check back on myWestern > Employee > Banner 9.

| 7 Character Identifier | Name of Page | Short Description |
|-------------------------------|--|---|
| FWAFUSR | Finance User List Maintenance | 10/22 back for Rework |
| FWALTAX | PCard Remote Location Tax Rate Validation Form | 10/22 (only used by Brenda Ancheta and she has been notified) |
| FWANTAX | PCard Non-Taxable Account Code Validation Form | 10/22 (only used by Brenda Ancheta and she has been notified) |
| SWADESG | Institutional Scholarship | 10/16 back to CW |
| SWAEVAL | Faculty Course Evaluation Request Form | 10/16 back to CW for rework 10/17 |
| SWAISOT | International Studies Student Tracking Form | 10/16 pending deploy PPRD |
| WXASUMM | Summer Sessions Contracting Process | ** twilight ** |