West Virginia University
Office of the University Registrar

INTRODUCTION TO BANNER
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/
“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
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](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.
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
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).

<table>
<thead>
<tr>
<th>Item Name</th>
<th>System</th>
<th>Module</th>
<th>Object Type</th>
<th>Unique Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAIDEN</td>
<td>S- Student</td>
<td>P- Person</td>
<td>A- Application</td>
<td>IDEN- Identity</td>
</tr>
<tr>
<td>GJRPTS</td>
<td>G- General</td>
<td>J- Job Submission</td>
<td>R- Report</td>
<td>RTPS- Reports</td>
</tr>
<tr>
<td>STVSUBJ</td>
<td>S- Student</td>
<td>T- Table</td>
<td>V- Validation Table</td>
<td>SUBJ- Subject Codes</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Form (Object)</th>
<th>Second Letter (Module)</th>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCADETL</td>
<td>C</td>
<td>Catalog</td>
<td>Course detail at the catalog level</td>
</tr>
<tr>
<td>SFAREGQ</td>
<td>F</td>
<td>Registration</td>
<td>Query form for registration</td>
</tr>
<tr>
<td>SGASTDN</td>
<td>G</td>
<td>General Student</td>
<td>General student record</td>
</tr>
<tr>
<td>SHACRSE</td>
<td>H</td>
<td>Academic History</td>
<td>Graded course information</td>
</tr>
<tr>
<td>SIAINST</td>
<td>I</td>
<td>Instructor (Faculty)</td>
<td>Faculty/Advisor status</td>
</tr>
<tr>
<td>SRARECR</td>
<td>R</td>
<td>Recruitment</td>
<td>Recruit prospect information</td>
</tr>
<tr>
<td>SSADETL</td>
<td>S</td>
<td>Scheduling</td>
<td>Course detail at the section level</td>
</tr>
</tbody>
</table>
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.
• 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.
# BANNER AND TERM

## Table of Term Indicators and Banner Representations

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Indicator</th>
<th>Banner Representation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>08 (August)</td>
<td>201108</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>01 (January)</td>
<td>201201</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>05 (May)</td>
<td>201205</td>
<td></td>
</tr>
</tbody>
</table>
# Keyboard Functions and Tool Bar Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
<th>Keyboard Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td></td>
<td>F10</td>
</tr>
<tr>
<td>Roll Back</td>
<td></td>
<td>Shift F7</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>Double Click (mouse)</td>
</tr>
<tr>
<td>Insert Record</td>
<td></td>
<td>F6</td>
</tr>
<tr>
<td>Remove Record</td>
<td></td>
<td>Shift F6</td>
</tr>
<tr>
<td>Previous Record</td>
<td></td>
<td>Up Arrow key</td>
</tr>
<tr>
<td>Next Record</td>
<td></td>
<td>Down Arrow key</td>
</tr>
<tr>
<td>Previous Block</td>
<td></td>
<td>Ctrl Page Up</td>
</tr>
<tr>
<td>Next Block</td>
<td></td>
<td>Ctrl Page Down</td>
</tr>
<tr>
<td>Enter Query</td>
<td></td>
<td>F7</td>
</tr>
<tr>
<td>Execute Query</td>
<td></td>
<td>F8</td>
</tr>
<tr>
<td>Cancel Query</td>
<td></td>
<td>Will happen automatically when form is closed.</td>
</tr>
<tr>
<td>View/Send Message</td>
<td></td>
<td>Currently Unsupported</td>
</tr>
<tr>
<td>Print</td>
<td></td>
<td>Shift F8</td>
</tr>
</tbody>
</table>
- 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 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.
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.
• 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.
DYNAMIC HELP

• Use Dynamic Help to get information about a Form, Field or Block.
QUESTIONS & SURVEY

http://goo.gl/oDF92o
FOR MORE INFORMATION PLEASE CONTACT:

Office of the University Registrar
304.293.5355
Registrar@mail.wvu.edu