



University of South Alabama

Division of Financial Affairs


Banner Financial Information Systems Reference Manual

Logging In To Banner

Logging in to Banner

To access the Banner interface you will need an internet connection.

To launch Banner from Microsoft Internet Explorer or other Browser, follow these steps:

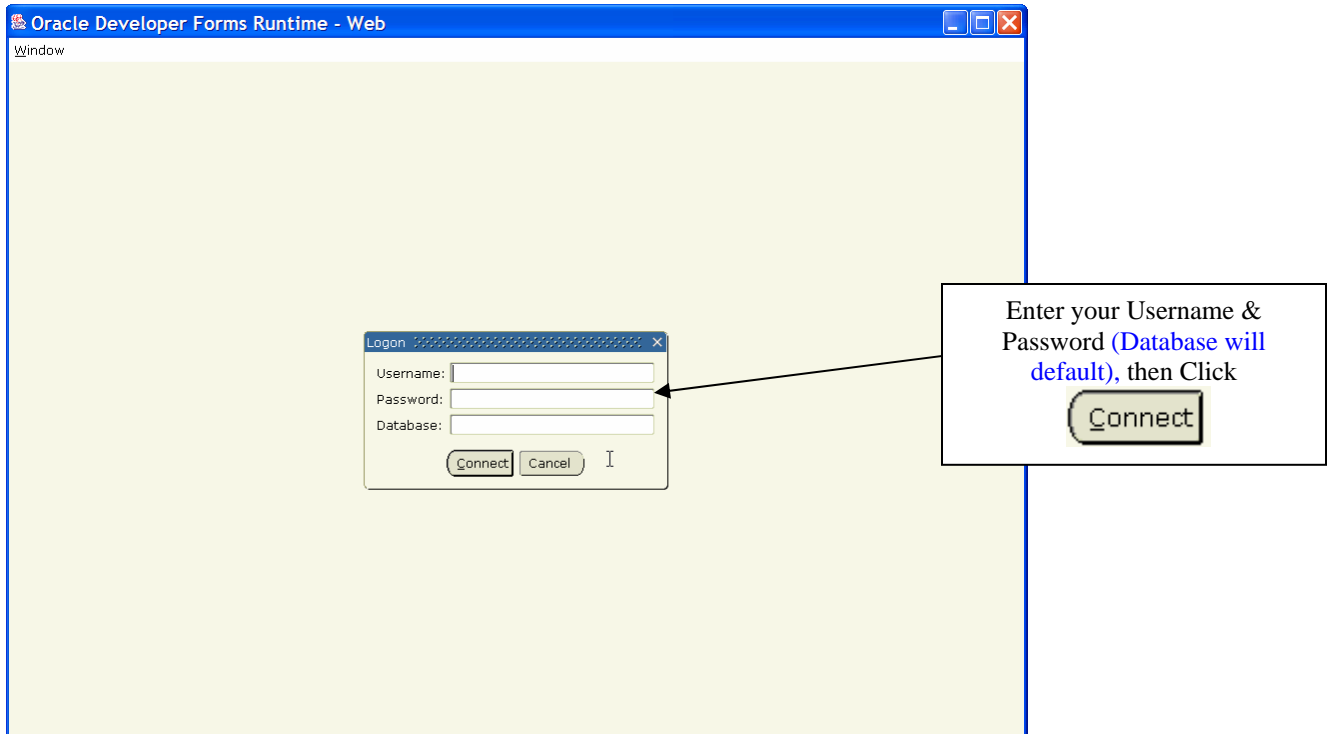
1. Navigate to the **Banner server** by typing <http://sisformssrv.usouthal.edu/inb/prod> in your browser address bar and select 



Note: The first time you access Banner 7 you may be asked to load or update a plug-in called Jinitiator by Oracle. When asked, trust Oracle and accept all defaults. Once you have completed the screens, the plug-in will load on your machine. If you do not do this, you will not be able to access Banner 7.

Banner Log In


2. If you have to load the plug-in, once the plug-in is loaded restart your browser and repeat step 1.
You should now see the following screen:



You are logged in to Banner when you see the screen below. (You may wish to bookmark this connection *See notes on page 4*)

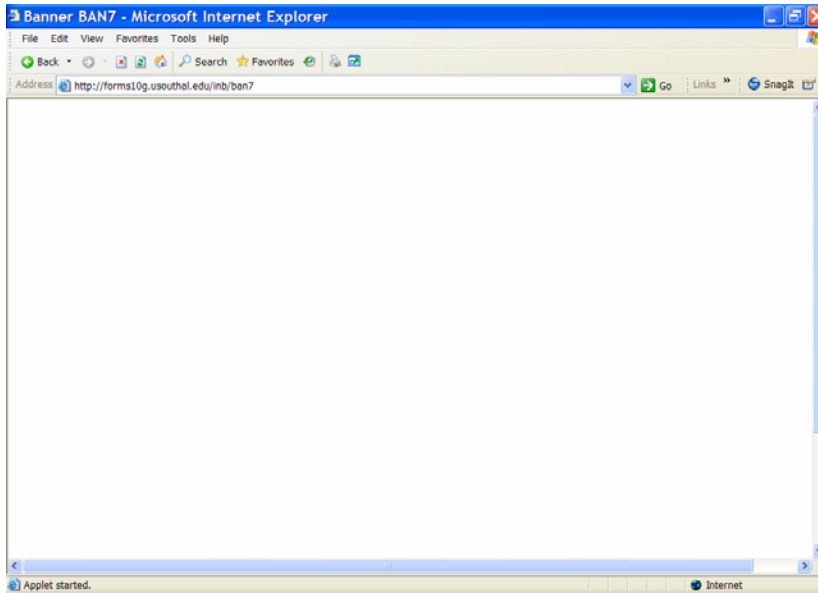
Once you are logged in the following menus may be available depending on your security settings:

1. Student [*STUDENT] – Access to menus, forms, and processes involving students.
2. Alumni/Development [*ALUMNI]
3. Financial [*FINANCE] – Access to menus, forms, and processes used to record, report, or inquire about activities dealing with financial transactions.
4. Human Resources [*HRS] – Access to menus, forms, and processes dealing with personnel.
5. Financial Aid [*RESOURCE]
6. General [*GENERAL] - Access to menus, forms, and processes used mainly for setup.

To access the submenus simply double click on the  to the left of the menu you wish to access

Banner Log In

Notes: While logged on to Banner the following two windows will be running:



To Bookmark or mark as Favorite, go to this window and follow the instructions for the browser you are using. This window will usually be minimized once you log in to Banner.

