

# BANNER TRAINING PROTOCOL

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## TRAINING GOALS

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The Recruitment/Admissions Sub-Committee accepts responsibility for seeing that personnel needing functional access (as opposed to view only access) to Banner's Recruitment and Admissions Module are trained in the following:

1. Basic Navigation in the Banner System;
2. Familiarity with the Data Standards in general, and to those applicable to Recruitment and Admissions work in particular; and
3. Basic System Education including PIDM integrity, student records, and Banner Functionality (auto population, communication plans, admissions checklists, etc.).

The Sub-Committee recognizes personnel will need to be appraised of HIPPA regulations and policies. Currently, the Chair of the Sub-Committee is working with University Compliance to set up that training process.

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## TRAINING PROCESS

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Given the need to assure that personnel in various departments across campus are provided accurate information in how to enter recruits and applicants into the Banner System, the training materials have and will continue to be created by the Sub-Committee as a group. The Sub-Committee has and will continue to test the training materials by using them to perform admissions related functions. Before training occurs, the training materials to be used must be approved by a member of the Sub-Committee.

Given the different staffing and operations of the various admissions and recruitment offices across campus, and the different ways in which the auxiliary systems used by Undergraduate Program, the Madrid Campus, and the School of Medicine interface with Banner, training has and will continue to occur at the departmental level. These training sessions will be conducted by one or more members of the Sub-Committee to assure that the material is appropriately covered.

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## **TRAINING MATERIALS AND CHECKLISTS**

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Given the desire to assure the dissemination of necessary and complete information, and the need to accommodate individual department specific information and processes, training materials were created to include standardized text, accompanied by individualized department hints.

Given the need to assure that personnel are receiving appropriate training at the departmental level, a training checklist (attached) must be completed before access to Live Banner will be granted.

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## **ON-GOING TRAINING SUPPORT**

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Given the need to provide ongoing assistance as novice users begin to process information in Banner, the Sub-Committee has identified a person within each department to whom questions are to be directed. Questions that cannot be addressed by that person will be referred in writing to the Chair of the Sub-Committee or his or her designee. Those questions will be answered within 24 hours in writing and, where appropriate, will be posted to an FAQ at [http://www.slu.edu/gatewayinitiative/student\\_core.html](http://www.slu.edu/gatewayinitiative/student_core.html)

Given the grow-live timeline, the Sub-Committee will continue to meet on a weekly basis through the summer of 2005.