6-4: Banner Training

- Issued: 08-1991
- Revised: 08-1998

I. PURPOSE

This policy defines the responsibilities of the Computer Center and individual administrative departments in providing training in the use of the Banner information systems.

II. GENERAL

College employees may be granted access to elements of the Banner information systems. Refer to the "Computer Account Use Policy" and the "Banner Access Policy."

Certain default forms are provided with every Banner account. The Computer Center will provide training in Banner General Navigation, including use of these default forms, Electronic Mail, and general use of a personal computer.

Individual departments who own particular Banner forms, reports, and processes are responsible for all training in the use of those applications. This includes training of new employees in the department, on-going training of existing employees, and training for other employees of the College to whom the department grants access.