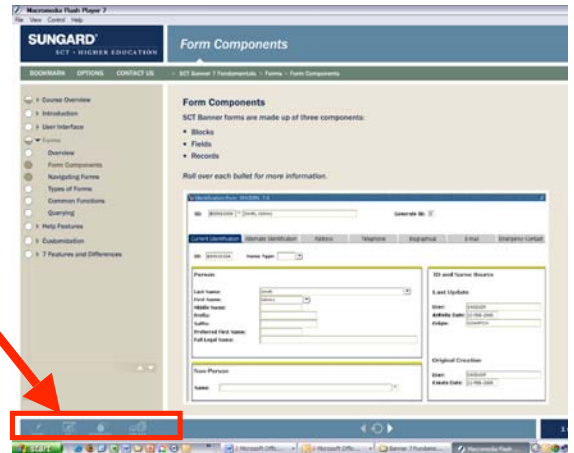
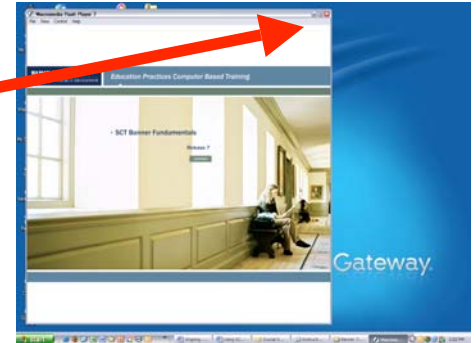


Learn the Banner Basics now!

To access the on-line Banner course, Click on Banner 101 on the Banner home page and log into the course using your normal EIU ID and Password.

To get the most from this course.....

1. Maximize the window for best viewing.
2. Completing the tutorial is **HIGHLY** recommended.
3. If you choose to take the time to complete the pretest, please print your prescribed path, as it will not be saved for future sessions.
4. Please “roll over” components when directed to do so for more information.
5. Be sure to pay attention to the dashboard in the lower left hand corner of the screen. When an icon is highlighted there, you can click on it for more information. You can print these job aids. These job aids are in adobe and you will need to have Adobe reader on your machine in order to see these.



6. If you do not have Active X installed on your computer, it will install. You may also see a message in your tool bar that pop-ups have been blocked. **Instructions for various browsers are on the second page.**
7. I recommend you complete the following sections as needed, in order to get the most useful information from this course in the shortest amount of time:

About the Course
User Interface
Forms
Help
Customization – less SCT Luminis

8. When you “try for yourself”, if you make an error, ask for help. Directions at the bottom of the screen will tell you what to do. When you think you have done the right thing, click on the right facing arrow at the bottom right of the page in order to continue.

How to Allow Pop-ups for the Banner 101 Course:

Internet Explorer:

1. From **Tools**, point to **Pop-up Blocker** and click **Turn Off Pop-up Blocker**.

Netscape:

1. From **Edit** select **Preferences**
2. From the left hand side menu, click on + to open **Privacy & Security**
3. Under **Pop-up Windows**, ensure the 'Suppress pop-ups' radio button is selected
4. Then select **Exceptions**
5. Type the corresponding web address and click **Add**
6. Click **OK**

Mozilla Firefox:

1. From **Tools**, select **Options**
2. Select the **Content** icon
3. Uncheck **Block Pop-up Windows** to enable pop-ups
4. Click **OK**

Macintosh Users:

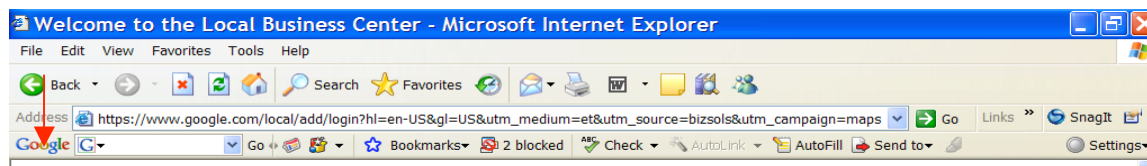
Safari:

1. From the Safari menu, ensure 'Block Pop-up Windows' is unchecked

Google Toolbar Users

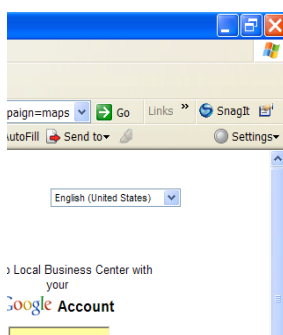
To temporarily allow pop-ups...

1. Open Internet Explorer and locate your Google Toolbar.

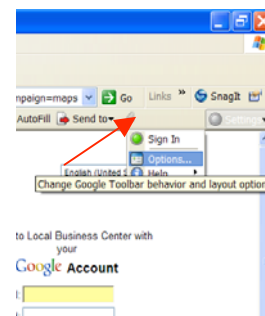


2. Left click the **Settings (a)** arrow located on your Google Toolbar. This will display a drop down menu. Select **Options (b)**.

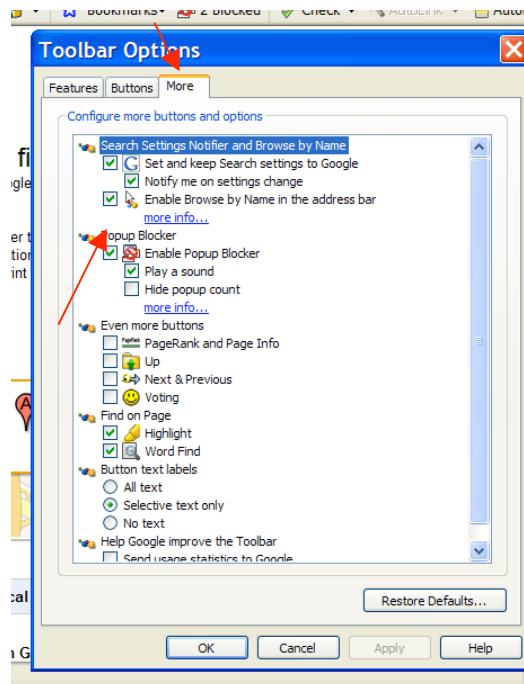
2a.



2b.



3. From the **Toolbar Options** window select the **More** tab.
4. Uncheck “*Enable Popup Blocker*” under the **Popup Blocker** bullet. Click **OK**.
5. Pop-ups from all sites are now allowed.



To re-enable Popup Blocker once training is complete...

1. Repeat steps 1-3 above and re-check “*Enable Popup Blocker*” Click **OK**.
2. Popup Blocker will now resume blocking pop-ups.

Please call the ITS Help Desk if you need further assistance – 581-4357