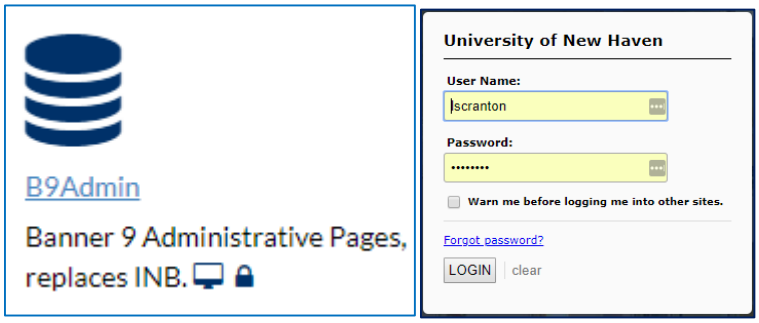
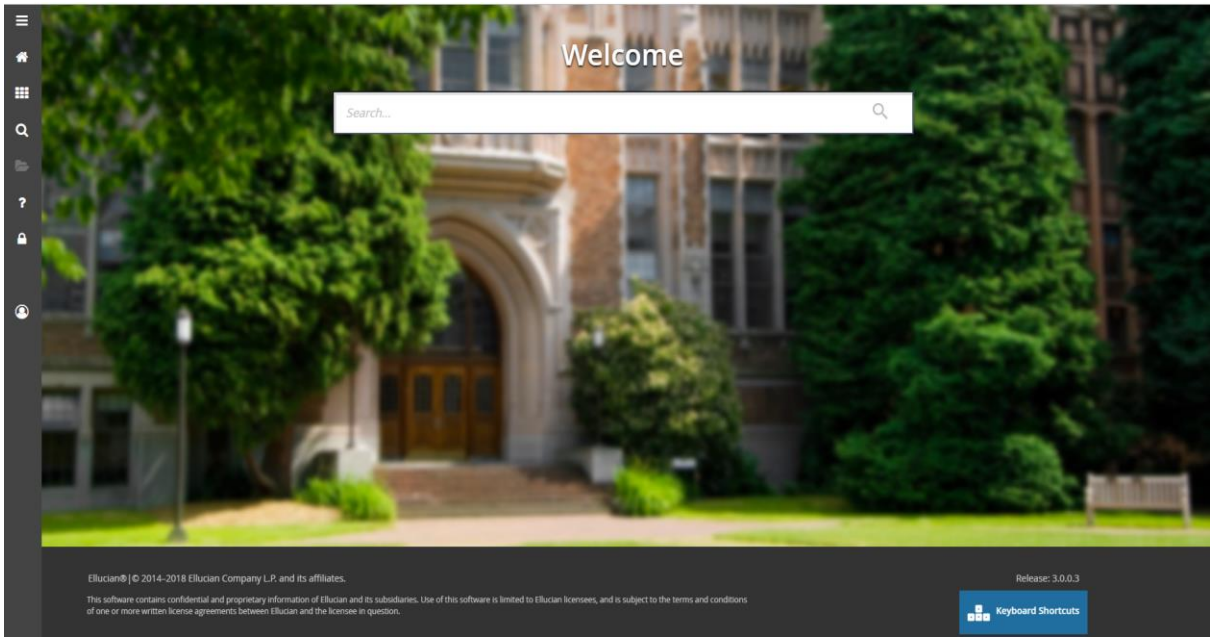
Banner 9 Admin Pages: Log in and Search Instructions

Please note: B9 Admin Pages is available only on the university network or via the VPN.

Login

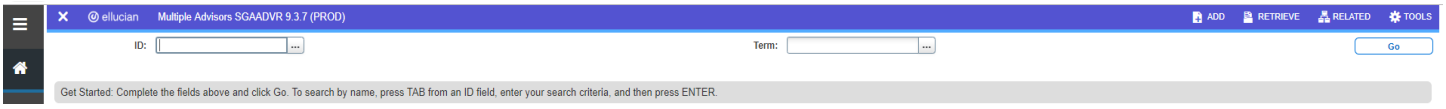
1. Go to the myCharger portal at https://mycharger.newhaven.edu. Enter your university network username and password and click Sign in.
2. Select the Employee Resources or Faculty Resources link on the left menu
3. Select the Banner 9 Admin Pages link from the Tools channel. You may be prompted to enter your username and password.





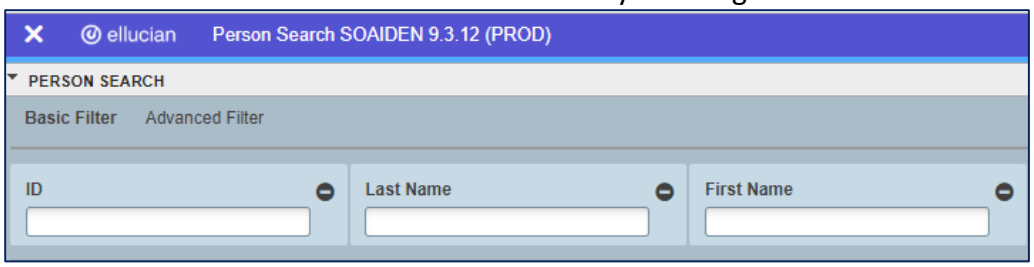
Menu

4. On the left-side menu, click on the "More" button (three lines) to fully open the menu. Click on Applications (grid) to find a form or, on the Welcome page, start typing a form name (ex: SGAADVR) in the Search bar and then press the Enter key.



Search by ID or Name

5. Enter the student ID number and press the Enter key or press the Tab key to get open the search by Name field and search for the student by entering the student's last name, first name.



You can use "%" as a wild card to replace any unknown characters. The wildcard symbols can be used with any combination of letters in any order.

Example: ma%, l% returns a list of all students that have a last name beginning with "Ma" and a first name beginning with "L". Press Enter.

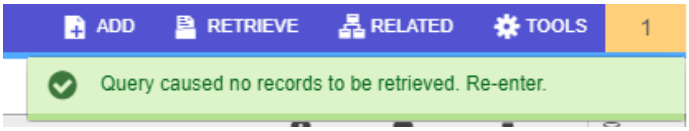
To get these results…	Enter these criteria…
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma

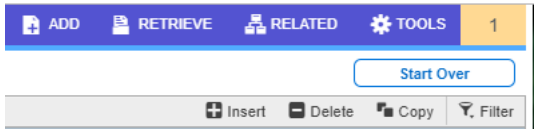
6. If only one student's name matches the search criteria, that student's ID and name will be entered into the form. If more than one student's name matches the search criteria, the ID and Name Extended Search window appears. In the search results list, double-click on the appropriate student ID to select that student; the student ID and name will be entered in the form.

Access a Different Student's Record

- Click the Start Over button or the F5 key if you are done with that student's record. Clear the student ID field to enter the next student ID.

Please note that sometimes the Start Over button is covered by a message. To close the message, click the message indicator number (yellow box with number).





Exit Form and Return to the General Menu

- To exit the form and return to the General Menu, click the "**X**" Exit icon in the Toolbar.

Please contact Lisa Scranton 203.932.7485 lscranton@newhaven.edu for training.

If you have a question about the information found within Banner 9 Admin Pages, please contact the University of New Haven Registrar's Office at 203.932.7309 registrar@newhaven.edu.

Updated January 14, 2019