HOW TO DEFINE ACCESS GROUP CODES & DESCRIPTIONS IN BANNER SIS
Access Group Code Validation Form (GTVSEGC)

General:

The *Access Group Code Validation Form* is used to define codes and descriptions for access groups.

Check List:

Before you proceed, you must have the following information:

❖ A logical naming convention for the access group codes

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

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Accessing the "Access Group Validation Form" (GTVSEGC)

Type the name of the form GTVSEGC in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

How to insert a record:

There are two ways to insert a record
1) Click on "**Record**" from the main menu, then choose "**Insert**".
2) Scroll down to the last record and press the down arrow on your keyboard.

Once you have created a blank row enter the required information and **save** the record.
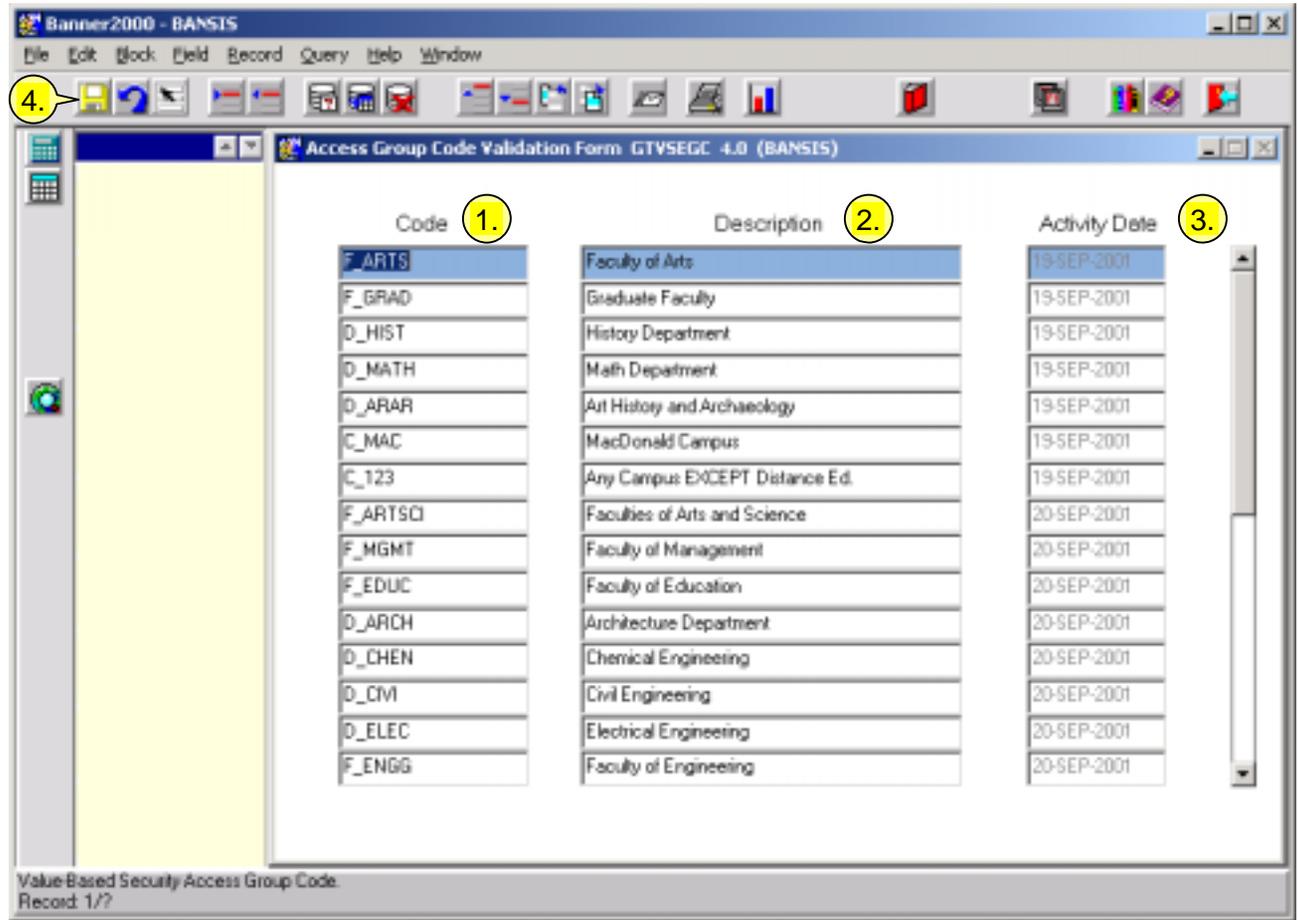
Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Code			VBS access group code. Once defined and saved, an access group code cannot be changed.	
✔	2.	Description			VBS access group description. The description can be changed at any time.	
	3.	Activity Date			System maintained date. Date changes when a record is added	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					changes when a record is added or updated. Display only.	
✔	4.		**Save** the record by pressing F10 or clicking on the save icon.	If the save is performed successfully, the auto-hint line will display the following message: *Transaction complete: I records applied and saved.*		

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