Modifying Banner 8 User Preferences

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Learning Objectives

This tutorial will help you perform the following Banner actions:

1. Modify profile enabled Banner 8 user preferences

2. Update your Banner 8 personal link names and values

3. Modify your Banner 8 session interface display options

4. Change your Banner 8 password

Modifying Banner 8 User Preferences

INB Banner has certain aspects of its interface that can be customized by you, the user. These custom options are for the most part new for Banner version 8.

In the **General User Preferences Maintenance** form (**GUAUPRF**), you can modify settings for colour schemes and maintain hyperlinks found on the **General Menu**, among other display elements of the Banner interface.

GUAUPRF is divided into four available tabs:

1. Display Options
2. Directory Options
3. My Links
4. Menu Settings

A fifth tab that is greyed out is for LDAP settings. It is not available to users.

In **Display Options**, you can set up colours for the interface. You can also customize specific Banner alert settings, whether or not data extract displays, and how your interface title bar displays Banner items such as forms, databases and release numbers.

In **Directory Options**, you customize how INB interacts with your operating system, including default settings for how data and other Banner output is saved locally. Users are not advised to modify settings in this tab.

In **My Links**, you determine the hyperlinks that appear to you upon signing in to INB Banner (this appears in the right column on the **General Menu**).

In **Menu Settings**, you determine your preferred start-up menu. This is currently set to the FastTrack Menu.

Updating your External Links

My Links is a column that displays on the right-hand side of the **General Menu** (the menu users see upon signing in to INB).

For ease of use, for quick reference, or to act as a documentation aid while you are using Banner 8, you can add your faculty/departmental or other useful personal web links to **My Links**.

Banner 8 link name and value change procedure

1. Navigate to **GUAUPRF** via the **Go to...** field.
2. Select the **My Links** tab.
3. Scroll to the record with the "**User Value: Your third personal link description**" field.
4. In it, overwrite the existing text with a few descriptive words for the faculty/departmental link you are adding. For example: INB web page.
5. In the record below it, find the "**User Value: Your fourth personal link URL**" field.
6. Enter the URL of the faculty/departmental web page you described above. For example, http://www.mcgill.ca/inb/.
7. **Save**.
8. Log out of INB, and re-login to view your changes.

> **Note**
>
> **Six customizable links** are available in the **My Links** section. A link name and URL can be enter for each of these items. Hence the same procedure can be applied to the other five available links.

Setting Display Options

You can change the colour of various elements within Banner forms and the INB interface itself.

These elements include all non-iconic buttons, the canvas (your Banner screen's background colour), prompts, menu links, menu broadcast messages, record highlighting, the scroll bar, the separator line, and the menu tree.

Banner 8 display settings change procedure

1. Go to **GUAUPRF** via the **Go to...** field
2. In the **User Interface Color Settings** block, look for the record that has "**Description: Enter the RGB color code for the canvas**".

Figure 1. Setting Display Options I

3. Click on the arrow next to the **User Value** field of that record.
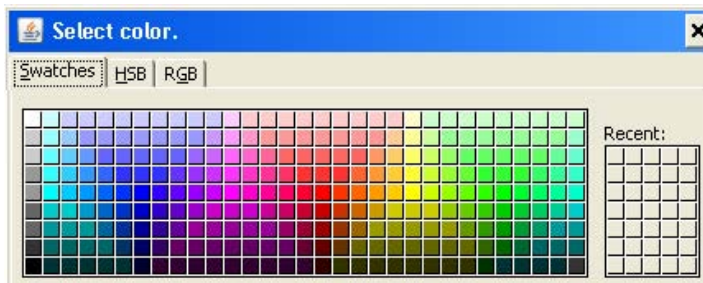4. Once selected, choose the colour of your choice.
5. **Save**.

Figure 2. Setting Display Options II

6. Log out of INB, and re-login to view your changes.

> **Note**
>
> The same procedure can be applied to the **other seven User Interface customization options**: prompts, menu links, menu broadcast messages, record highlighting, the scroll bar, the separator line, and the menu tree.

Changing your Banner 8 Password

Use the Oracle Password Change Form (GUAPSWD) to change your Banner password. Passwords in Banner must be 6 to 30 alphanumeric characters long, and must start with a letter.

Figure 1. Changing your Banner password.

Banner 8 password change procedure

1. Enter **GUAPSWD** in **Go to** field or choose **Change Banner Password** under **My Links** in the right margin of the main menu.

2. Type your current password.

> **Note**
>
> If you have forgotten your password, you can create a new one in Minerva under the **Personal Menu**.

3. Tab once to **New Oracle Password**.
4. Type in a new password and then tab to **Verify Password**.
5. Retype your new password.
6. Click the **save** button.

    Your change is successful when the following message appears:

    "Password has been changed, reconnecting."

    The next time you log on to a Banner session, your new password will be in effect.

7. To continue your current Banner session, click **OK**.

Release Notes

Date	Author	Change
Circa 2005	N/A	Initial version
2010-11-22	Matthew Bacz	Minor modifications: added new Banner 8 options