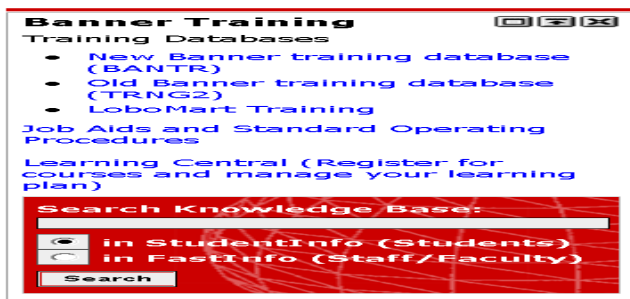


Date: 09/01/2011

Setting up a Banner Training Lab using the BANTR Database

BANTR- Banner Training Database
 BANP- Banner Production
 SME- Subject Matter Expert
 BSA – Business Security Administrator

BANTR is cloned from BANP several times a year and is available through the Banner Training Channel on the Employee Life tab of the MyUNM Portal:



Getting Started:

1. Identify Banner Training.
2. Security.
3. Create the training material.
4. Test your materials in BANTR.
5. EOD's Role.

1. What are you training on? BANTR can be used for any active Banner Module:

- Student
- Financial Aid
- Human Resources
- Payroll
- Finance-Non Student
- General Person

2. Security:

- Request ePrint Trainer security.
 - Specific to the module you train on.
 - Grants access ePrint report
GZRPRST - Password Reset Report.

- Grants access to the PIN's & Passwords to be used in Self-Service Training.
- Working with BSA, identify what roles your BANTR logon ID's will need and request logon ID's.
 - You may request one or more student logon. (1 logon multiple users or multiple logon's multiple users).
 - Request one or more instructor roles
- If you prefer you can use existing logons:
 - i.e. FIN01-FIN27, if you want to use existing logon's work with the SME for approval.
- 3. Create Training Materials.
 - SME's are responsible for accuracy of training materials.
 - It is recommended you include practice exercises.
 - Create exam if appropriate.
 - Determine if training is required for security.
 - SME's are responsible for assuring EOD has the latest version of training materials.
- 4. Test your training Materials.
 - Use all student(s) and instructor(s) when testing materials.
 - Test your examples.
 - Teach a test class with your colleagues.
- 5. EOD will assist you with:
 - Adding class to Learning Central.
 - Providing a class sign-up sheet
 - Providing instructor feedback forms.
 - Providing copies of your training materials for participants.
 - Scheduling the Lab (1019).

If you'd like to have training on North Campus work with HSLIC for the classroom. Let EOD know where the training will be.

You can also reach out to other Banner trainers for assistance in setting up a new class. For a list of trainers contact EOD.

END