

A blue silhouette of a building tower with a bell is positioned on the left side of the image. The tower has a square top with a decorative finial, a smaller square section below it, and a large arched opening containing a bell. The background is a gradient of blue with a large, curved, lighter blue shape on the right side.

WELCOME

TEXAS A&M UNIVERSITY-KINGSVILLE<sup>®</sup>

Banner 9



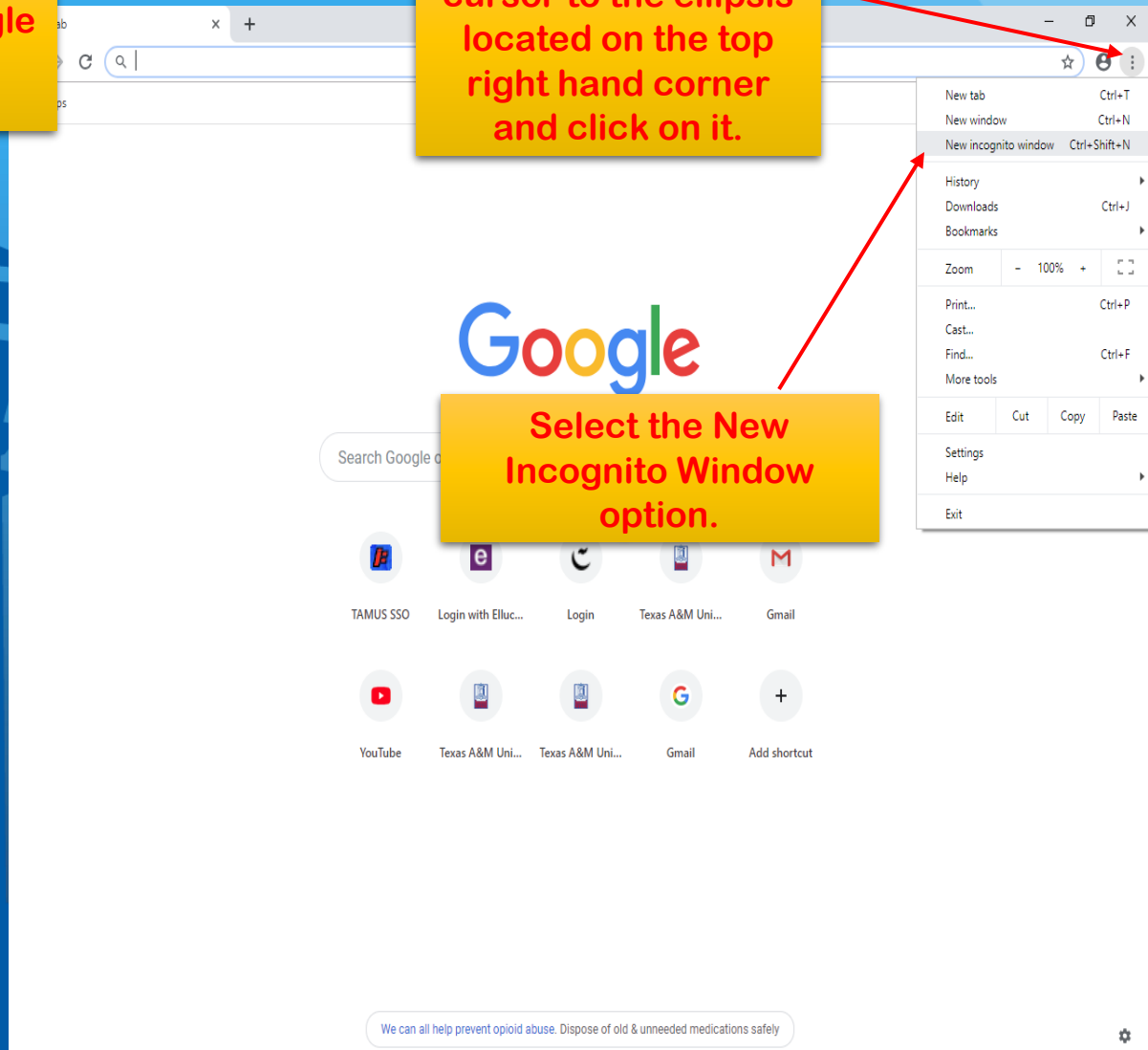
# Training Topics

- Banner 9
- General Navigation
- Search Field
- Titlebar

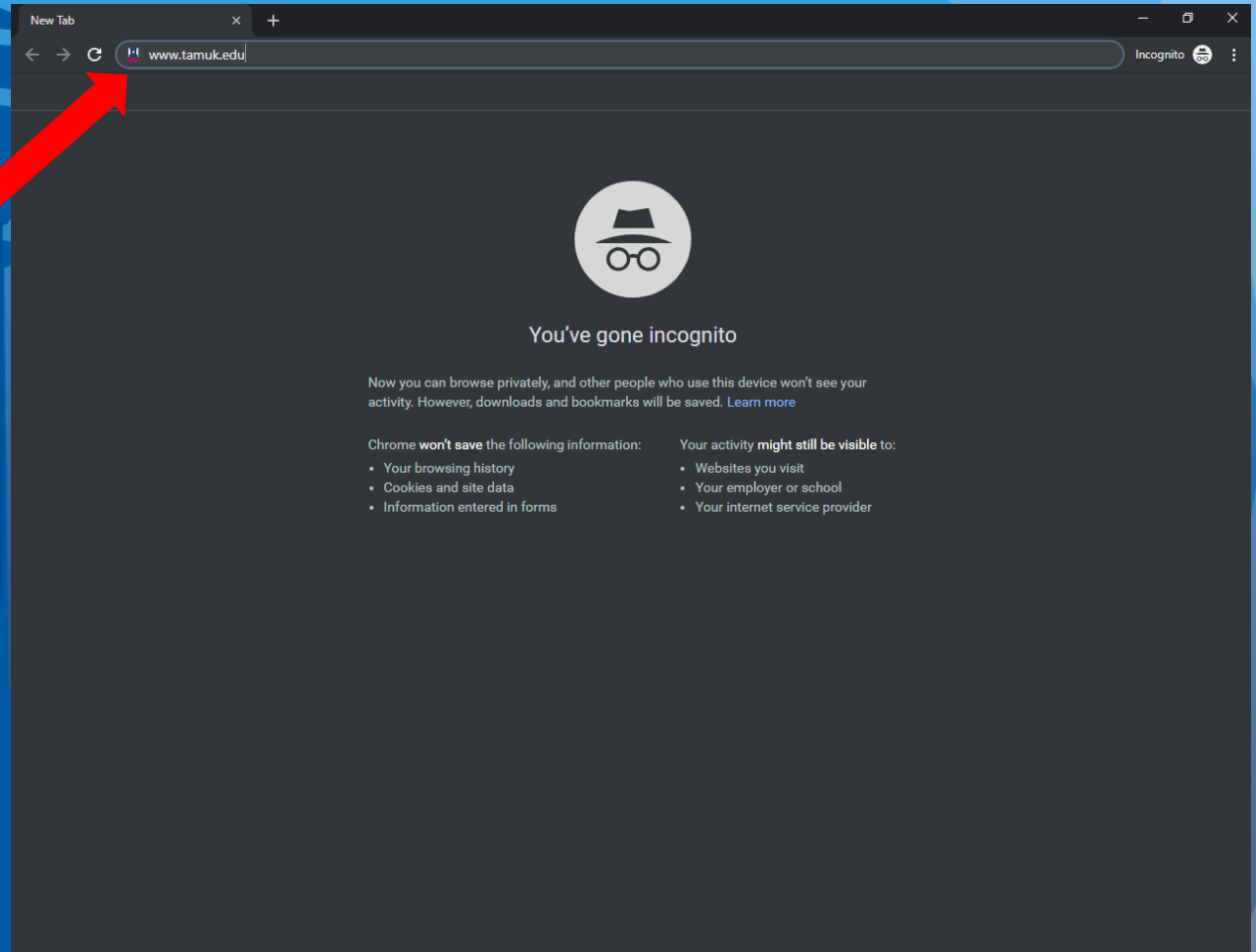
**As your web browser you need to open Google Chrome.**

**Then move your cursor to the ellipsis located on the top right hand corner and click on it.**

**Select the New Incognito Window option.**



Once in Incognito Mode  
go ahead and type  
[www.tamuk.edu](http://www.tamuk.edu) in the  
search bar.



You should then be directed to TAMUK's home page.

TEXAS A&M UNIVERSITY  
**KINGSVILLE**

Blue & Gold JNET Blackboard Search

About Admission Academics Research Resources Alumni Athletics

PRESIDENTIAL  
*Inauguration*  
of  
DR. MARK A. HUSSEY  
APRIL 25, 2019

Read More

Be a Leveling Around Javelina Nation

Move your mouse over to the JNET link and click on it.

Here you will use your TAMUK credentials to login.

https://banxeis-prod.tamuk.edu:8443/authenticationendpoint/login.do?commonAuthCallerPath=%252Fcas%252Flogin&forceAuth=false&passiveAuth=f... Incognito

**TEXAS A&M UNIVERSITY KINGSVILLE®**  
Welcome to JNet-Portal  
You have requested login to JNet-Portal

Sign in to your account

User Name  
Password

Sign In      [Forgot your password?](#)

**iTech Support Services**  
361-593-4357 (HELP) 24/7

**Other Links**  
[iTech Website](#)  
[University Homepage](#)

**Important Dates**

Month	Day	Event
May	3	Spring 2019 - Graduate and Undergraduate Students – Deadline to file Application for Degree Candidacy in August.
May	6	Spring 2019 - Dead Week.
May	9	
May	8	Spring 2019 - Last Class Day.
May	9	Spring 2019 - Study Day (no classes).
May	9	Spring 2019 2nd 8wk Session - Last Class Day.
May	10	Spring 2019 2nd 8wk Session - Finals.
May	10	Spring 2019 - Final examinations.
May	16	
May		Spring 19 2nd 8wk Session -

The screenshot shows the JNET website interface. At the top, there is a navigation menu with the following items: Home, Register, Paying for College, Academic Records, Academic Resources, Campus Resources, Faculty, Library, Tech Help, **Employee**, and News. The 'Employee' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation menu, the page is divided into several sections:

- My Account:** Includes a 'My Account Summary' section with an 'Account Balance' of \$0.00.
- Luminis Announcements:** A section titled 'Announcements' with a dropdown menu set to 'All'. It contains a table of announcements:

Subject	Preview	Hide
<a href="#">Year End Procurement Deadlines</a>	DATE: April 2019 TO: All Departments ... Delivery Date: April 23, 2019	<a href="#">Hide</a>
<a href="#">WGST Faculty Conversation</a>	The Women and Gender Studies ... Delivery Date: April 23, 2019	<a href="#">Hide</a>
<a href="#">Texas A&amp;M-Kingsville Ag. Mechanics</a>	On Monday, April 29, from 9 a.m.-1 p.m. ... Delivery Date: April 17, 2019	<a href="#">Hide</a>
<a href="#">Staff Luncheon RSVP</a>	STAFF APPRECIATION LUNCHEON & ... Delivery Date: April 9, 2019	<a href="#">Hide</a>

At the bottom of the announcements section, it says 'April 2019 is STAFF APPRECIATION Month'.

On the right side of the page, there is an 'Events' section with a sub-section for 'TAMUK Events'. It includes a link for '2019 President's Legacy Ball' and a link for 'E-Sport Club at Texas A&M-Kingsville makes second place at South by Southwest (SXSW) Conference'.

Once you have successfully logged in, move your mouse to the right side of the screen and look for the Employee tab and click it.

Employee - Liferay

https://jnet.tamuk.edu/web/home-community/employee

Incognito

Go to | ign Out

Home Register Paying for College Academic Records Academic Resources Campus Resources Faculty Library Tech Help **Employee** News

JNet Employee

**Employee Forms**

- [Accounts Payable Forms](#)
- [Business Office Forms](#)
- [Financial Reporting Forms](#)
- [Human Resources Forms](#)
- [Procurement Forms](#)
- E-Forms (NetID required for access):**
  - [Laserfiche Contract Management System](#) (New Contract Approvals)
  - [Laserfiche E-Forms Inbox](#) (P-Card/T-Card Application Approvals)
  - [Procurement Card Application](#) (P-Card)
  - [Travel Card Application](#) (T-Card)

**Strategic Sourcing and General Services**

**Strategic Sourcing and General Services**

- [Commonly Used Campus Vendors](#)
- [HUB Program](#)
  - [HUB Directory Search \(CMBL\)](#)
  - [HUB Directory Search Tips](#)
- [P-Card to Concur Training](#)
- [Procurement FAQ](#)
- [Procurement Procedure Manual](#)
- [Procurement Year End Deadlines](#)
- [Purchasing Quick Reference Guide](#)
- [Laserfiche Contract Management System Access](#)

**Travel**

- [Travel Services Home Page](#)
- [Travel Forms](#)
- [Travel Card Application E-Form](#)
- [Concur Login \(e Travel\)](#)
- [Per Diem Rates -GSA - Meal and Lodging limits out state.](#)
- [TexTravel - Official State of Texas Information](#)
- [United States Department of State Current Travel](#)

**Employee Quick Links**

- [Banner 9 Admin](#)
- [Blue and Gold Main Menu](#)
- [Campus Labs Baseline](#)
- [Campus Labs Collegiate Link](#)
- [Canopy](#)
- [DegreeWorks E-Mail](#)
- [Required Harassment & Discrimination Prevention Training](#)
- [Available Employee Trainings](#) (Please contact the Office Of Compliance at 593-4761 if you would like to have additional training assigned to yourself or your department.)
- [JCal - Event Scheduling](#)
- [Laserfiche](#)
- [Laserfiche E-Forms](#) (P-Card/T-Card Application Approvals)
- [MoneyConnect](#)
- [P-Card](#)
- [TAMUS SSO](#)
- [Travel Services](#)
- [System Pay Plan Update](#)
- [Workday Update](#)

**Directory Update**

To update your address or phone number in the directory, you will need to login to Workday and update your contact information. In order for the changes to be reflected in the Campus Directory, information must be updated exactly as indicated in the instructions, which can be found [here](#). E-Mail addresses are maintained by iTech. If you feel that your e-mail address is incorrect, please call the iTech HelpDesk at

**Employee Materials**

- [Human Resources](#)
- [Payroll](#)
- [Performance Management](#)
- [Incident Report Form](#)

**After clicking on the Employee tab, guide your cursor to the link titled Banner 9 Admin.**



# General Navigation



Navigation bar containing: a hamburger menu icon, a search icon, the text "Texas A&M University - Kingsville", a user profile icon, a "Sign Out" button with a lock icon, and a help icon.

2. Menu

3. Search Icon

4. Search Field

1. User Name

5. Sign Out

6. Keyboard Shortcuts

# Recently Opened Four ways to access Pages (Forms)

The screenshot shows the top navigation bar of the Texas A&M University - Kingsville website. The navigation bar includes a menu icon (three horizontal lines), a search icon (magnifying glass), a 'Recently Opened' icon (document with a checkmark), the text 'Texas A&M University - Kingsville', a user profile icon, and a 'Sign Out' button. Below the navigation bar is a banner area with the word 'Welcome' and a search field. The search field is a white box with a magnifying glass icon on the left and a close icon (X) on the right. Red arrows point from text labels to these icons: 'Menu' to the menu icon, 'Search Icon' to the magnifying glass icon, 'Search Field' to the search input box, and 'Recently Opened' to the document icon. A yellow box on the left contains a list of instructions for each icon.

- **Menu Icon:** Click on this icon to open the Banner menu. This can be found on the top left hand corner.
- **Search Icon:** Click on the icon to open the search window. It is the magnifying icon located next to the Menu icon at the top of the page. You can enter either the descriptive name of the page or the Banner acronym.
- **Search Field Icon:** In this box, you enter either the descriptive name of the page or the Banner acronym. Find the desired entry and click to Enter.
- **Recently Opened Icon:** This will display after opening the first page. It will list recently opened pages for easier access.

BANNER >

MY BANNER >

# Welcome

Search...

< Banner

Student (\*STUDENT) >

Human Resources (\*HRS) >

Financial Aid (\*RESOURCE) >

General (\*GENERAL) >

Texas Connection (\*TXCN) >

Course Catalog (\*CATALOG) >

Class Schedule (\*SCHEDULE) >

General Person (\*PERSON) >

Faculty Load (\*FACULTY) >

Recruitment (\*RECRUIT) >

Admissions (\*ADMISSION) >

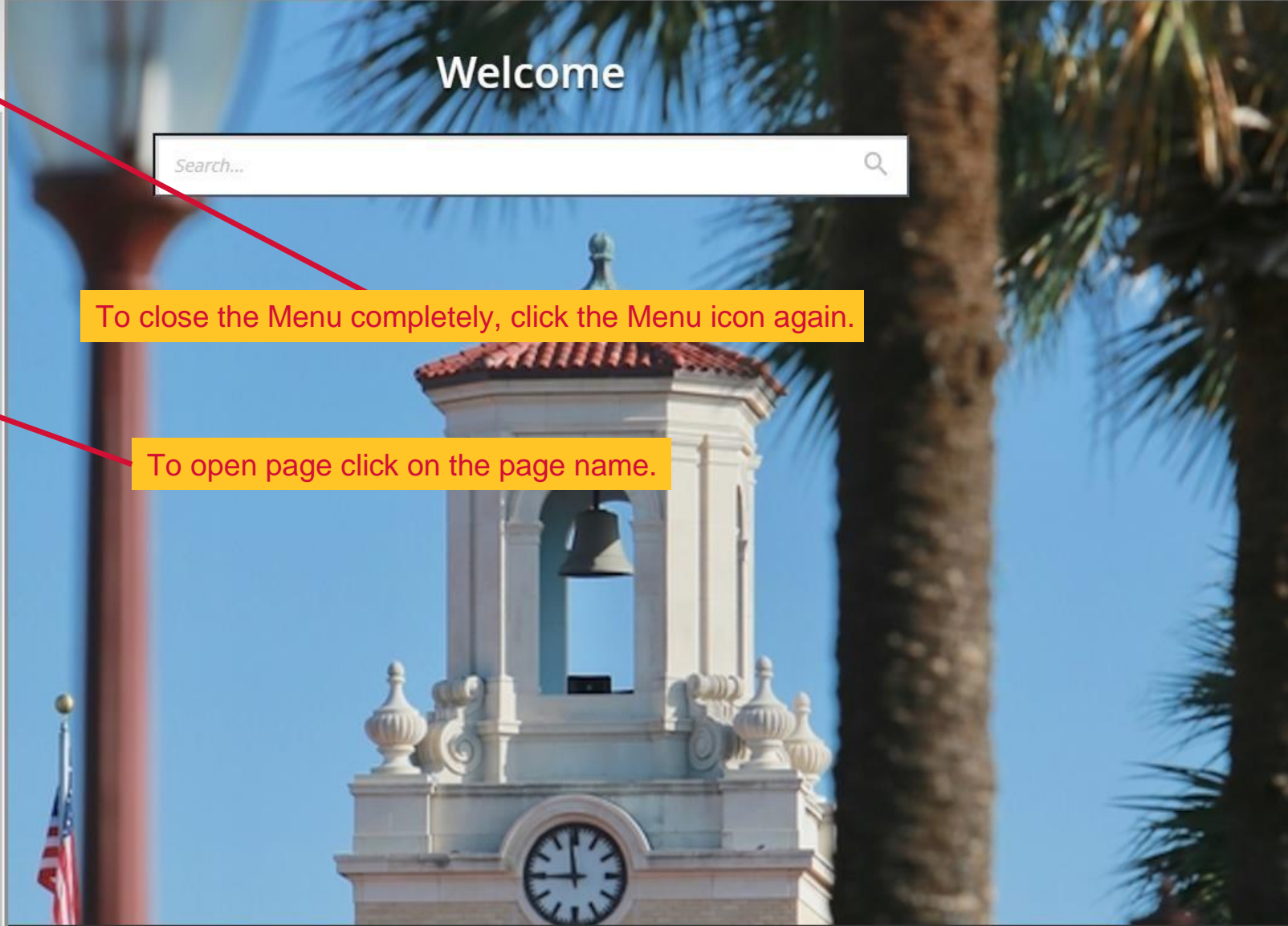
General Student (\*GSTUDENT) >

Registration (\*REGISTRATION) >

Accounts Receivable (\*TACCTRECV) >



- < General Person (\*P...
- General Person Identification (SPAIDEN)
- Address Summary (SOADDRQ)
- General Person Telephone (SPATELE)
- General Person (SPAPERS)
- Person Comment (SPACMNT)
- Emergency Contact (SPAEMRG)
- General Medical Information (GOAMEDI)
- Hold Information (SOAHOLD)
- Athletic Compliance (SGASPR)
- Athletic Compliance Inquiry (SGISPR)
- Mass Entry Athletic Compliance (SGAMSPT)
- Athletic Academic



To close the Menu completely, click the Menu icon again.

To open page click on the page name.

Search Icon

# Accessing the Search Panel



Welcome

Search...

In the search panel, you may enter a page's partial name, page acronym, or key word(s). Entering a key word will return all pages containing that word.

RECENTLY OPENED

General Person Identification [SPAIDEN] (SPAIDEN)

Course Registration Restrictions (SCARRES)

General Person Identification SPAIDEN 9.3.8 (BANPROD)

ADD RE

ID:

Recently Opened Icon

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

IDENTIFICATION

ID

Name Type

PERSON

Last Name

First Name

Middle Name

Prefix

Suffix

Preferred First Name

Full Legal Name

NON-PERSON

Name

ID AND NAME SOURCE

Last Update

Origin SRKPREL

Original Creation

Indicates all pages accessed with an account after the first page.



# Search Field

The screenshot shows the top navigation bar of the Texas A&M University - Kingsville website. The page title is "Texas A&M University - Kingsville". On the right side of the navigation bar, there are icons for a user profile and a "Sign Out" button. The main content area features a "Welcome" message and a search field. The search field is highlighted with a red border and a red arrow pointing to it from a yellow callout box labeled "Search Field". The background of the page is a photograph of a building with a clock tower and palm trees.

Search Field

Just like in the search icon, in the Search field you may enter page acronyms, keywords or partial descriptions.





ID:  ... +

Get Started: Fill out the fields above and press Go.

Enter student's K#

Click Go to activate the page.



Click the 'X' icon to close the current page.

Texas A&M University - Kingsville

General Person Identification SPAIDEN 9.3.8 (BANPROD)

ADD RETRIEVE RELATED TOOLS

ID: K000 Start Over

**Current Identification** Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

IDENTIFICATION + Insert - Delete + Copy ⌵ Filter

ID  Name Type  ...

PERSON + Insert - Delete + Copy ⌵ Filter

Prefix

Last Name  ...

First Name  ...

Middle Name

Preferred Full

NON-PERSON + Insert - Delete + Copy ⌵ Filter

Name  ...

ID AND NAME SOURCE + Insert - Delete + Copy ⌵ Filter

Last Update

Origin *CONVERSION*

Original Creation

User  Create Date

Click Start Over button to rollback the page and reenter data.

Save button is at the bottom of the page.

Texas A&M University - Kingsville

General Person Identification SPAIDEN 9.3.8 (BANPROD)

ADD RETRIEVE RELATED TOOLS

ID:  ... +

Go

Get Started: Fill out the fields above and press Go.

Click the search (...) button to open the Option List shown below.

Option List

- [Person Search](#)
- [Non-Person Search](#)
- [Alternate ID Search](#)

Cancel

Texas A&M University - Kingsville

Person Search SOAIDEN 9.3.5 (BANPROD)

PERSON SEARCH

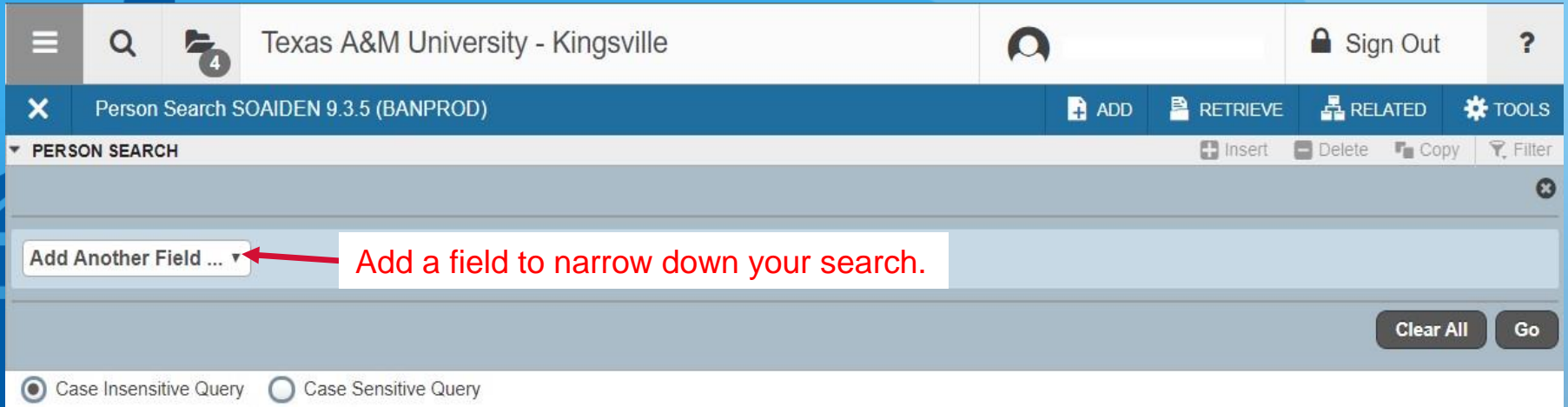
ADD RETRIEVE RELATED TOOLS

Insert Delete Copy Filter

Add Another Field ...

Clear All Go

Case Insensitive Query  Case Sensitive Query



Add a field to narrow down your search.

Texas A&M University - Kingsville

Person Search SOAIDEN 9.3.5 (BANPROD)

PERSON SEARCH

ADD RETRIEVE RELATED TOOLS

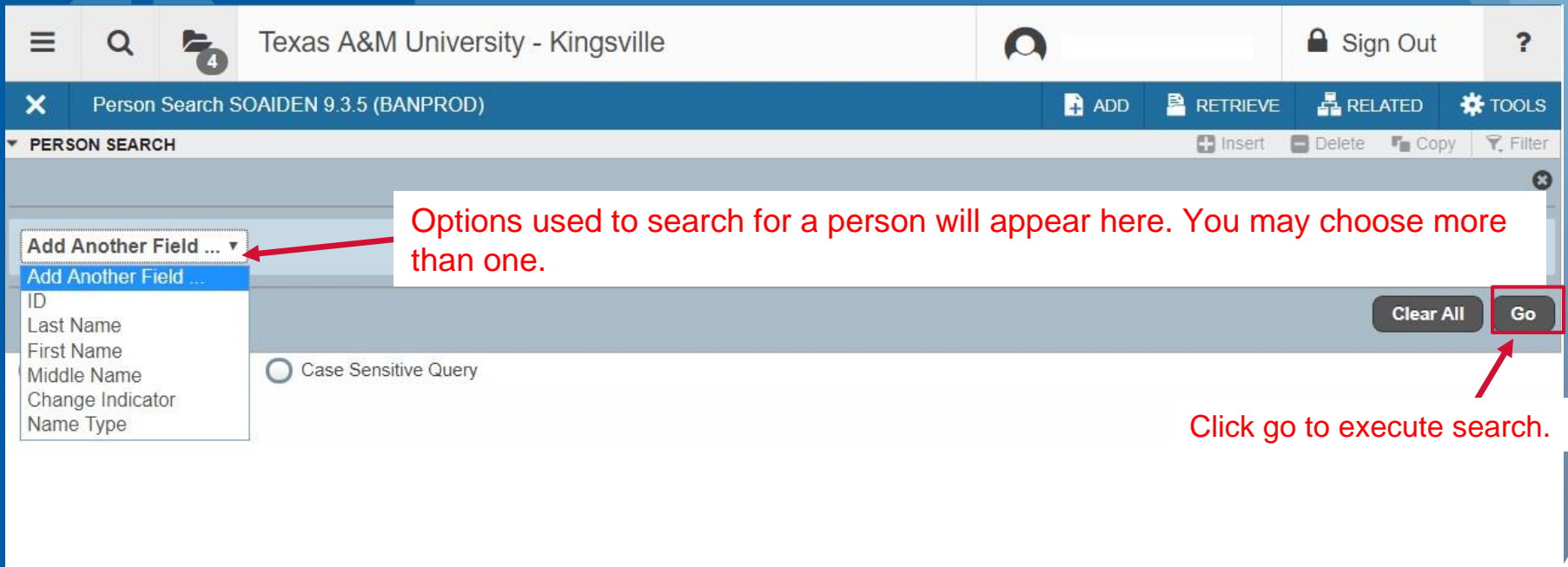
Insert Delete Copy Filter

Add Another Field ...

Clear All Go

Case Sensitive Query

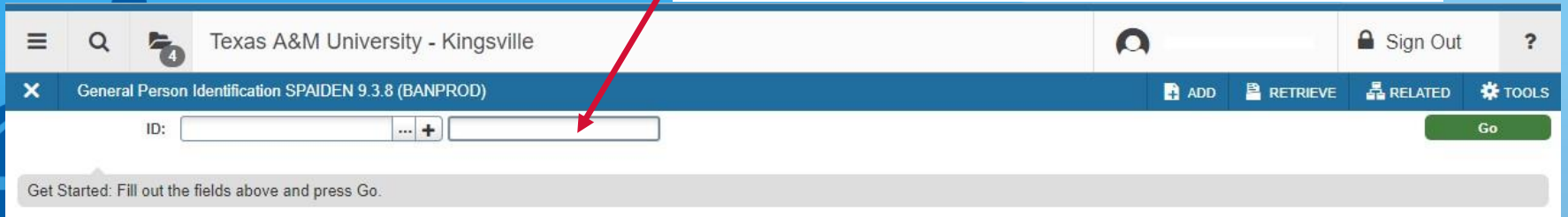
- Add Another Field ...
- ID
- Last Name
- First Name
- Middle Name
- Change Indicator
- Name Type



Options used to search for a person will appear here. You may choose more than one.

Click go to execute search.

Press the tab button and a search box will appear.



Texas A&M University - Kingsville

General Person Identification SPAIDEN 9.3.8 (BANPROD)

ID:  ...

ADD RETRIEVE RELATED TOOLS

Go

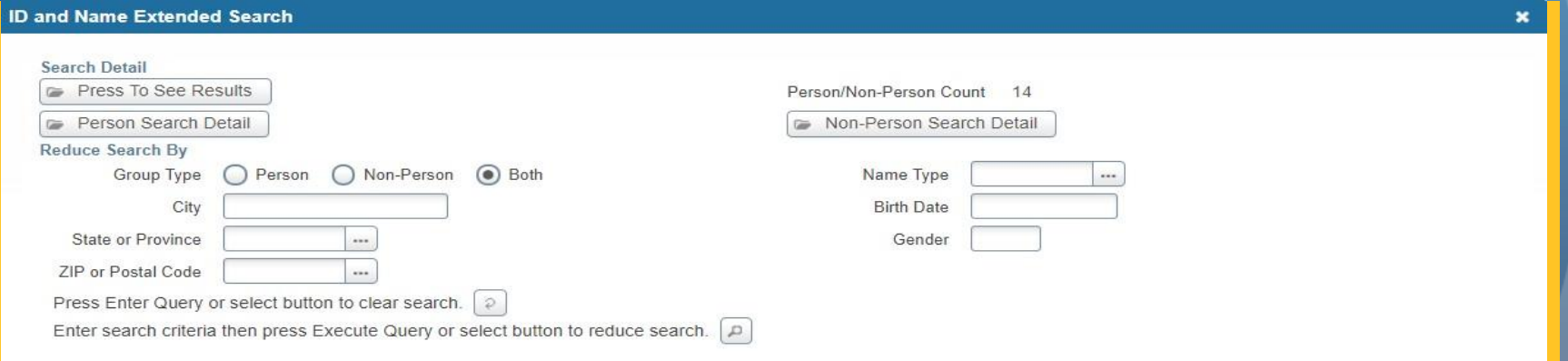
Get Started: Fill out the fields above and press Go.



General Person Identification SPAIDEN 9.3.8 (BANPROD)

ID:  ...  Martinez J%

The search box will allow you to enter a full name (last name, first name) or type a portion of the name and enter the wildcard (%) then press ENTER to execute.



ID and Name Extended Search

Search Detail

Press To See Results

Person Search Detail

Reduce Search By

Group Type  Person  Non-Person  Both

City

State or Province  ...

ZIP or Postal Code  ...

Person/Non-Person Count 14

Non-Person Search Detail

Name Type  ...

Birth Date

Gender

Press Enter Query or select button to clear search.

Enter search criteria then press Execute Query or select button to reduce search.

If there are multiple searching, this window will allow you to view the results. Or you may enter more criteria to narrow down your search.

ID: K000

Start Over

**Tabs: Organized information**

- Current Identification
- Alternate Identification
- Address
- Telephone
- Biographical
- E-mail
- Emergency Contact
- Additional Identification

IDENTIFICATION

ID  Name Type

PERSON

Last Name  Prefix   
First Name  Suffix   
Middle Name  Preferred First Name   
Full Legal Name

NON-PERSON

Name

ID AND NAME SOURCE

Last Update  
Origin   
Original Creation  
User  Create Date

**Sections**

**Previous/Next section icons to navigate tabs.**



ID: K00

Start Over

- Current Identification
- Alternate Identification
- Address
- Telephone
- Biographical
- E-mail
- Emergency Contact
- Additional Identification

Insert Delete Copy Filter

ID  Name Type

Insert Delete Copy Filter

Last Name   
First Name   
Middle Name

You can Insert, Delete, Copy and Filter, for each section. Your cursor must be in the section you wish to edit to be active otherwise it will be grayed out. The Copy button in Banner 9 has the same function as Record Insert or Duplicate record found in Banner 8.

Insert Delete Copy Filter

NON-PERSON

Name

Insert Delete Copy Filter

ID AND NAME SOURCE

Last Update  
Origin SARETMT

Original Creation  
User  Create Date 09/01/2017

# Titlebar

The screenshot shows the Banner 8 Options menu titlebar for 'Texas A&M University - Kingsville'. The titlebar includes a search icon, a notification icon with '12', a user profile icon, and a 'Sign Out' button. The main menu bar contains 'General Person Identification SPAIDEN 9.3.8 (BANPROD)', 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'RELATED' icon is highlighted with a red box and a callout. The 'TOOLS' icon is also highlighted with a red box and a callout. The main content area shows a form for 'ALTERNATE NAMES OR IDS' with fields for Name Type (SSN), Change Type (ID), and Last Name. The bottom status bar shows 'Activity Date 04/11/2017 08:00:06 AM', 'Activity User ISJEB', and a 'SAVE' button.

Related Icon: Some of the functions in the Banner 8 Options menu are shown here. It gives you easy access to pages that are related to the data on the current page.

Tools icon: Some of the functions in the Banner 8 Options menu are shown here. It gives you access to standard tools and actions such as: Print, Export, Clear Data and Exit Workflow. The options and functions available are based on the page you are viewing.



Texas A&M University - Kingsville

General Person Identification SPAIDEN 9.3.8 (BANPROD)

ADD RETRIEVE RELATED TOOLS

ID:  ... +

Get Started: Fill out the fields above and press Go.

Search

- Appointments and Contacts [SOAAPPT]
- System Data Summary [GUASYST]
- Common Matchings [GOAMTCH]

Related icon: Helps you see pages that have related data to the current page you are viewing.  
To close this section simply click the icon again.

You may search with in the related pages to locate a specific page.



ID:  ... +

Get Started: Fill out the fields above and press Go.

Tools menu: Contains actions, functions and management functions based on the page you are currently viewing.  
To close the Tools menu just click the Tools button again.

Q Search

**ACTIONS**

Refresh	F5
Export	Shift+F1
Print	Ctrl+P
Clear Record	Shift+F4
Clear Data	Shift+F5

Item Properties

Display ID Image

Exit Quickflow

About Banner

**OPTIONS**

Current Identification

Alternate Identification

Address

Telephone

Biographical

E-mail

Texas A&M University - Kingsville

General Person Identification SPAIDEN 9.3.8 (BANPROD)

ADD RETRIEVE RELATED TOOLS 1

ID: [Warning Icon] ... +

\*ERROR\* New ID must be created on Common Matching is enabled and user up to run Common Matching since is set

Get Started: Fill out the fields above and press Go.

Notification Center indicates the number of alerts. To click them re-click on the number.

### Alert Levels

Success
Warning
Error



# Contact Us

For specific questions about Banner 9, please contact Office of the Registrar:

- by email at [registrar@tamuk.edu](mailto:registrar@tamuk.edu)
- by phone at 361-593-2811

Please visit [http://www.tamuk.edu/registrar/RGAD\\_RESOURCES/banner9-faqs.html](http://www.tamuk.edu/registrar/RGAD_RESOURCES/banner9-faqs.html) for training material.

