

A blue silhouette of a building tower with a bell, positioned on the left side of the banner. The tower has a square base, a smaller square section above it, and a bell-shaped top. The background is a gradient of blue with a large, light blue curved shape on the right side.

WELCOME

TEXAS A&M UNIVERSITY-KINGSVILLE[®]

Banner 9



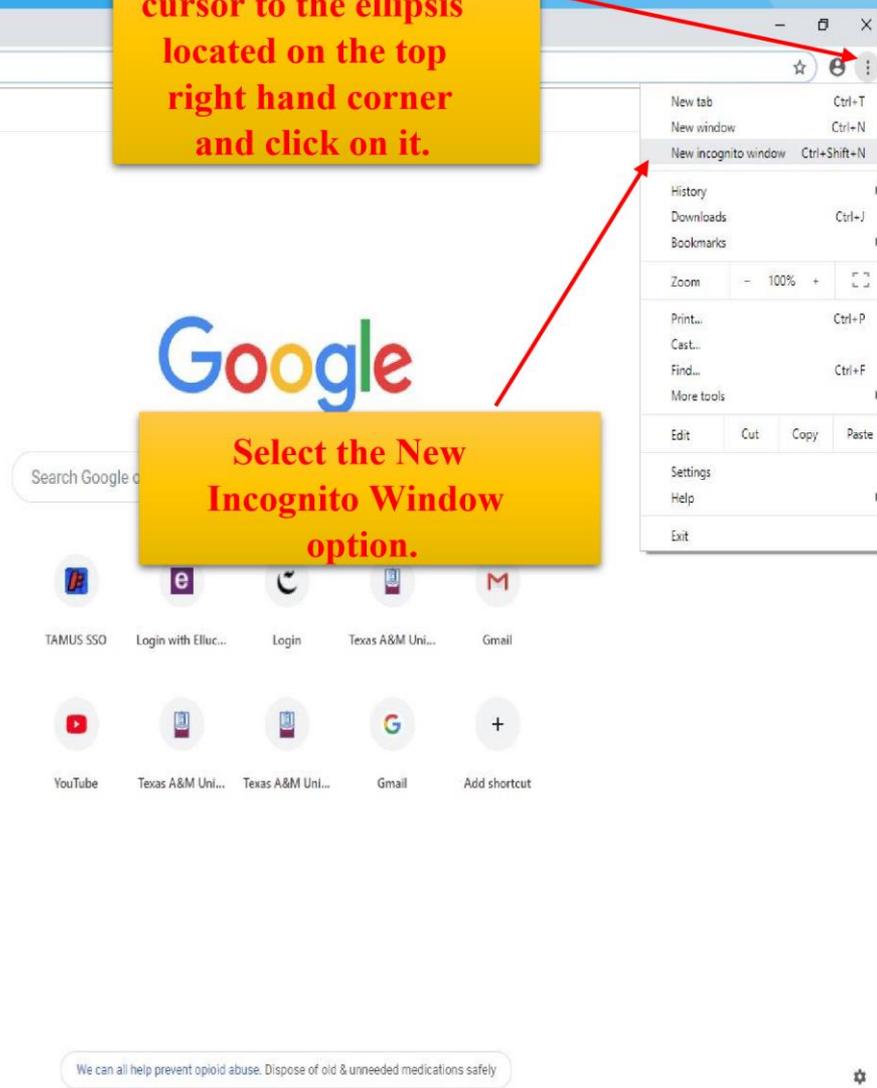
Training Topics

- Banner 9
- General Navigation
 - Search Field
 - Title bar

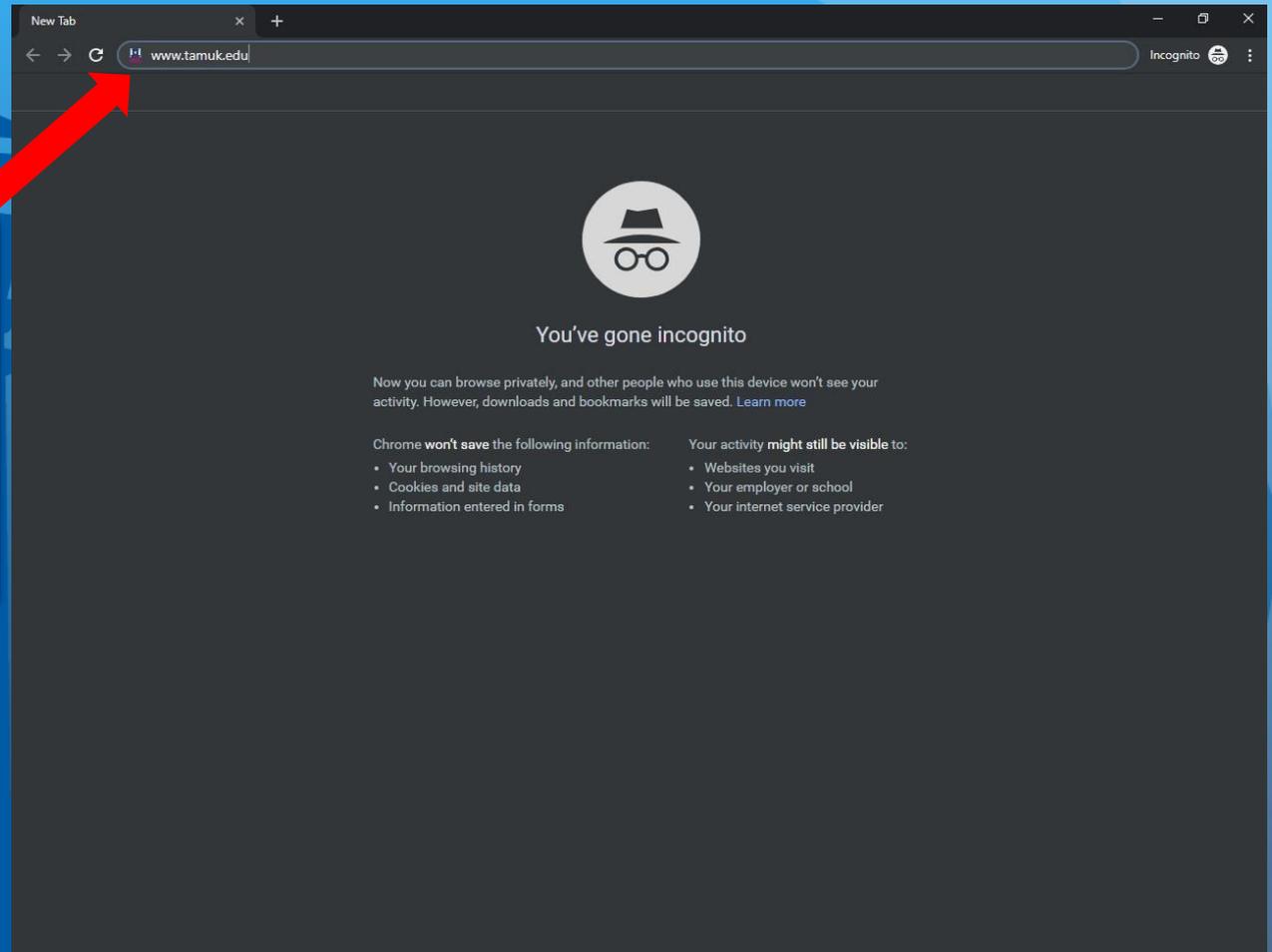
**As your web browser
you need to open Google
Chrome.**

**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 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

Releveling Around Javelina Nation

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

Here you will use your TAMUK credentials to login.

Browser address bar: <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 -

Home - Liferay
https://jnet.tamuk.edu

Manage | Go to | Sign Out

TEXAS A&M KINGSVILLE JNET

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

JNet Home

My Account

My Account Summary

Account Balance \$0.00

Luminis Announcements

Announcements All

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

April 2019 is STAFF APPRECIATION Month

Events

TAMUK Events

- 2019 President's Legacy Ball honors new Legacy Society
Over 350 alumni and friends of Texas A&M University-Kingsville were in attendance at the 2019 President's Legacy Ball held April 6. The President's Legacy Ball is held annually at the university and recognizes and honors the new Legacy Society members for their generosity to students, faculty and programs. Members of the Legacy Society are individuals, corporations and foundations who have contributed \$100,000 or more, relative to the university.
- E-Sport Club at Texas A&M-Kingsville takes second place at South by Southwest (SXSW) Conference
- Dis...
- Fac...
- Te...
- 22...
- An...
- An...

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

Add Manage Edit Controls

Go to [] Sign Out

TEXAS A&M KINGSVILLE JNET

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)
 - [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 of state.](#)
- [TexTravel - Official State of Texas Information](#)
- [United States Department of State Current Travel](#)

Employee Quick Links

- [Banner 9 Admin](#)
- [Bride and Groom 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

The screenshot shows a web browser window with the URL `banneradmin.tamuk.edu/applicationNavigator/seamless`. The interface features a dark sidebar on the left with several icons. A central white panel displays a 'Welcome' message and a search bar. The search bar includes a 'Search' button, a 'Direct Navigation' radio button, and a search field containing the text 'Pages, Menus, Jobs and Quickflows'. A magnifying glass icon is on the right side of the search field. The sidebar contains icons for a menu (hamburger icon), search (magnifying glass), home (house icon), calendar, document, sign out (logout icon), and user profile (person icon). Yellow boxes with red arrows point to these elements: 'Menu' points to the hamburger icon, 'Search Icon' points to the magnifying glass icon, 'Search Field' points to the search input area, 'Sign Out' points to the logout icon, and 'User Name' points to the user profile icon.

Four ways to access Pages (Forms)

The screenshot shows the Banner Admin application interface. The browser address bar displays "banneradmin.tamuk.edu/applicationNavigator/seamless". The main content area features a "Welcome" header and a search bar with the text "Pages, Menus, Jobs and Quickflows". A vertical sidebar on the left contains several icons. Four yellow callout boxes with red arrows point to specific elements: "Menu" points to the top-left hamburger menu icon; "Search Icon" points to the magnifying glass icon in the sidebar; "Recently Opened" points to the circular arrow icon in the sidebar; and "Search Field" points to the search input field in the search bar.

- Menu
- Search Icon
- Recently Opened
- Search Field

- ❑ 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.



< Back to Main Menu

Applications

Banner >

My Banner >

My Links >



< Back to Applications

< Banner

Student (*STUDENT) >

Human Resources (*HRS) >

Financial Aid (*RESOURCE) >

General (*GENERAL) >

Texas Connection (*TXCN) >

Welcome

Search

Direct Navigation

Pages, Menus, Jobs and Quickflows



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< Back to Applications

< General (*GENERAL)

Job Submission
(*GENJOB) >

Population Selection
(*GENPOPSEL) >

Letter Generation
(*GENLETTER) >

General International
Management
(*GENINTL) >

System
Functions/Administra
tion (*GENSYS) >

Event Management
(*GENEVENT) >

General Web
Management
(*GENWEB) >

Business Rule Builder
(*GENBUSINESSRULE) >

Welcome

Search

Direct Navigation

Pages, Menus, Jobs and Quickflows



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

To open page click
on the page name.



Accessing the Search Panel

← → ↻ banneradmin.tamuk.edu/applicationNavigator/seamless

- Dashboard
- Applications
- Search**
- Recently Opened
- Help
- Favorites
- Sign Out

Ellucian DataBase

Texas A&M University-Kingsville (BANPROD)
Release: 3.2.0.1

Welcome

Search Direct Navigation

Pages, Menus, Jobs and Quickflows

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< Back to Main Menu

Search Direct Navigation

Pages, Menus, Jobs and Quickflows



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.

Welcome

Search Direct Navigation

Pages, Menus, Jobs and Quickflows

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 Prefix

First Name Suffix

Middle Name Preferred First Name

Full Legal Name

NON-PERSON

Name

ID AND NAME SOURCE

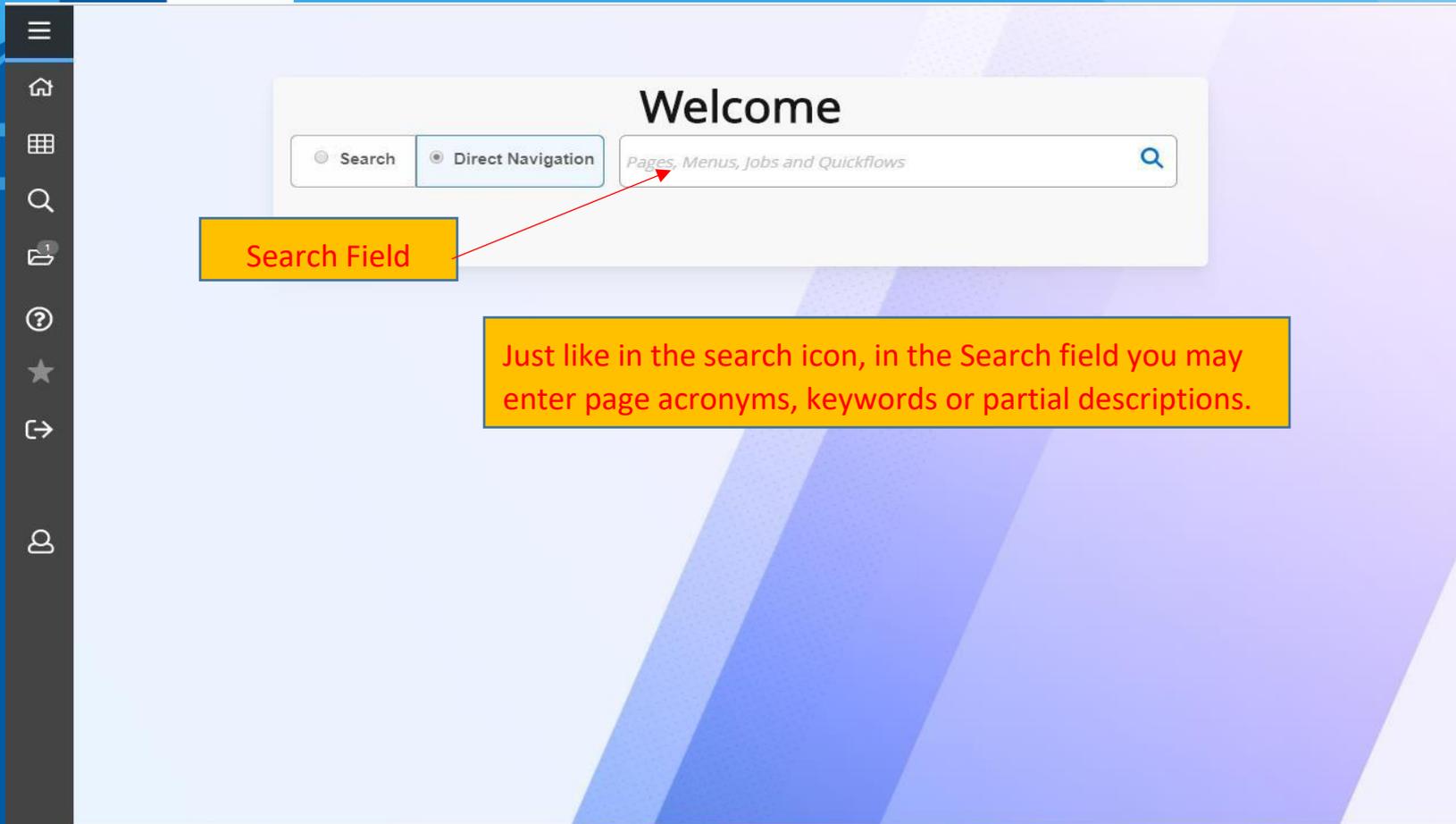
Last Update

Origin *SRKPREL*

Original Creation

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

Search Field



Search Field

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

ID: ... +

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Enter Student's K#

Click Go to activate page.

Click the 'X' icon to close the current page

banneradmin.tamuk.edu/applicationNavigator/seamless

ellucian General Person Identification SPAIDEN 9.3.14 (BANPROD) ADD RETRIEVE RELATED TOOLS

ID: K [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]

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

NON-PERSON [Insert] [Delete] [Copy] [Filter]

Name [] []

ID AND NAME SOURCE [Insert] [Delete] [Copy] [Filter]

Last Update
Origin SARETMT

Original Creation
User [] Create Date 03/07/2018

SAVE

Activity Date 03/07/2018 08:21:31 AM Activity User KUAJP004

EDIT Record: 1/1 SPRIDEN_CURRENT.SPRIDEN_ID [1] ©2000 - 2019 Ellucian. All rights reserved. ellucian.

Click 'Start Over' button to roll back the page and reenter data.

Save button is at the bottom of the page.



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



SAVE

Texas A&M University - Kingsville

Person Search SOAIDEN 9.3.5 (BANPROD)

PERSON SEARCH

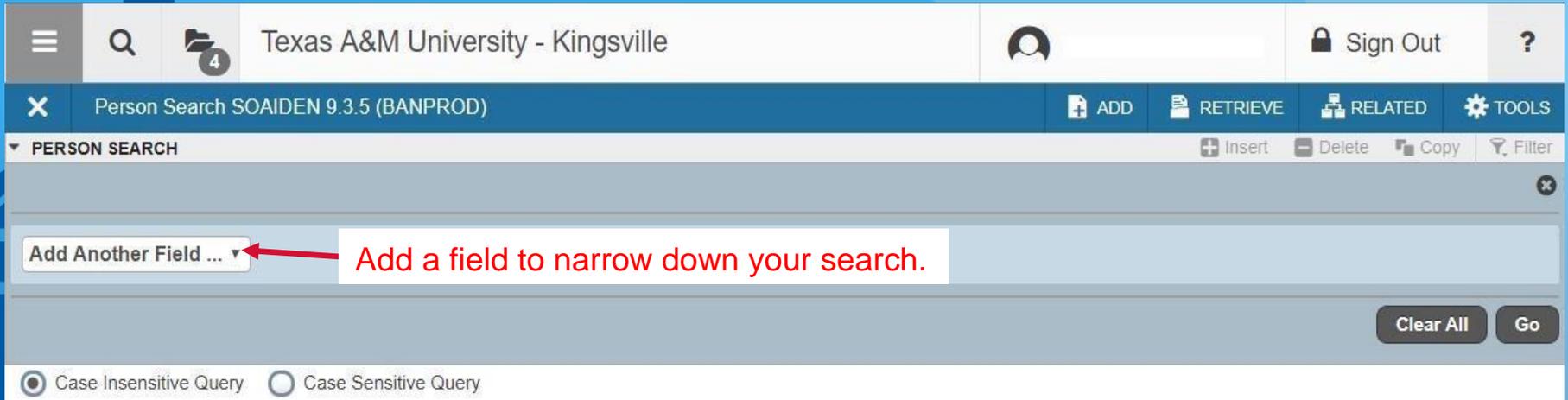
ADD RETRIEVE RELATED TOOLS

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

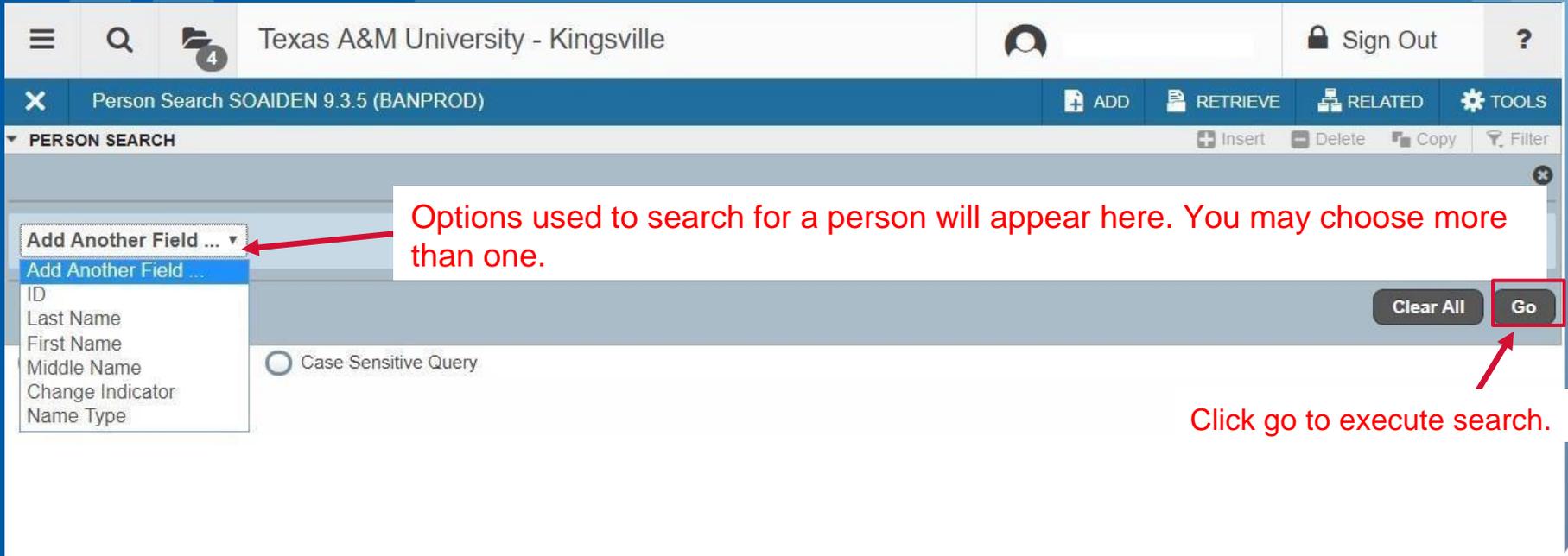
Insert Delete Copy Filter

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: ...

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

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 *CONVERSION*
Original Creation
User *SCTCVT* Create Date *03/03/2005*

Sections

Previous/Next section icons to navigate tabs.

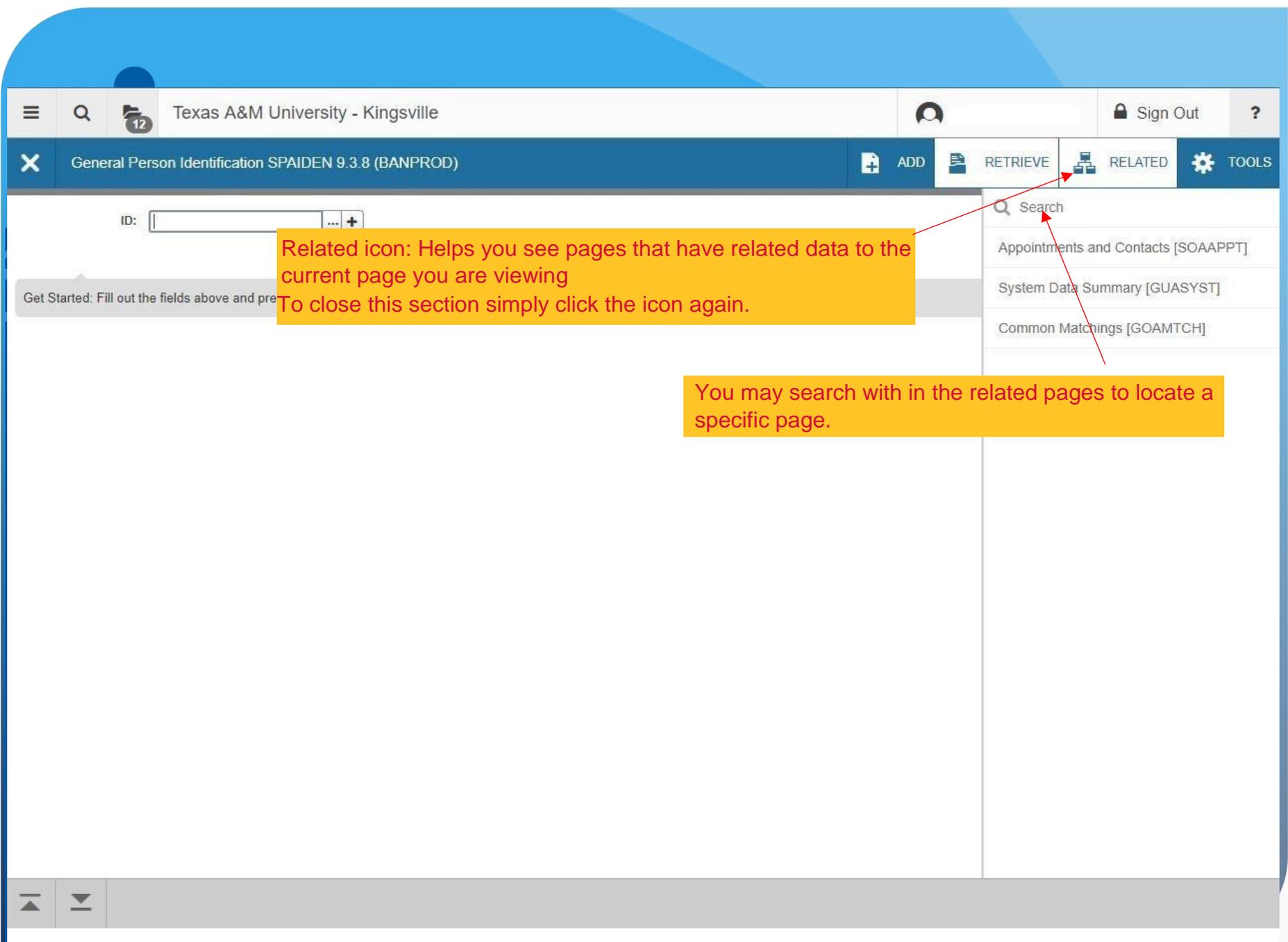


Titlebar

The screenshot shows a software interface with a titlebar at the top. The titlebar includes a search icon, a notification icon with the number '12', the text 'Texas A&M University - Kingsville', a user profile icon, and a 'Sign Out' button. Below the titlebar is a dark blue banner with a close icon, the text 'General Person Identification SPAIDEN 9.3.8 (BANPROD)', and a menu with icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. A red box highlights this banner. Below the banner is a 'Start Over' button. The main area contains a form with tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Alternate Identification' tab is active, showing a form for 'ALTERNATE NAMES OR IDS'. The form has fields for 'Name Type' (SSN), 'Change Type' (ID), 'ID', and 'Last Name'. There are also fields for 'First Name', 'Middle Name', and 'Last Name'. A red box highlights the 'Banner 8 Options' menu. Two callout boxes explain the 'Related' and 'Tools' icons. The bottom of the interface shows a footer with 'Activity Date 04/11/2017 08:00:06 AM', 'Activity User ISJEB', a 'SAVE' button, and 'ellucian'.

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.



ID: ... +

Get Started: Fill out the fields above and pre

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.

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

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] [Plus Icon]

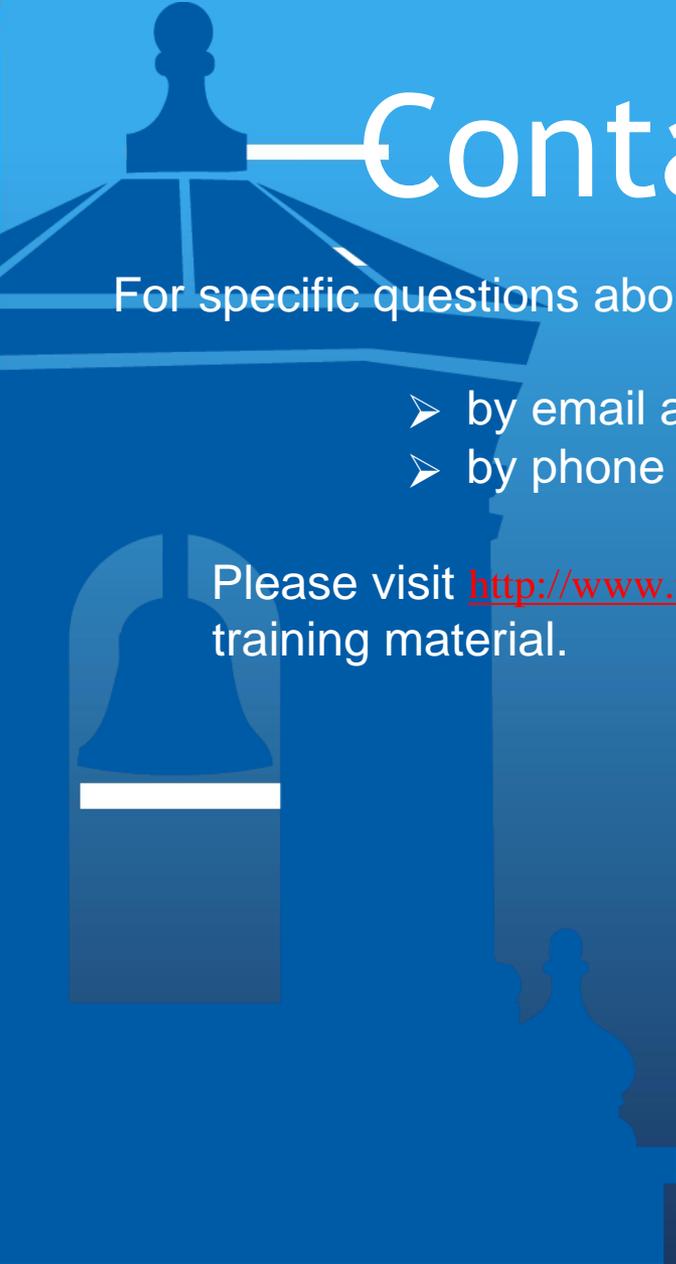
ERROR New ID must be created on Common Matching is enabled and user up to run Common Matching since is set

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





Contact Us

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

- by email at registrar@tamuk.edu
- by phone at 361-593-2811

Please visit http://www.tamuk.edu/registrar/RGAD_RESOURCES/banner9-faqs.html for training material.

