# LIBERTY UNIVERSITY
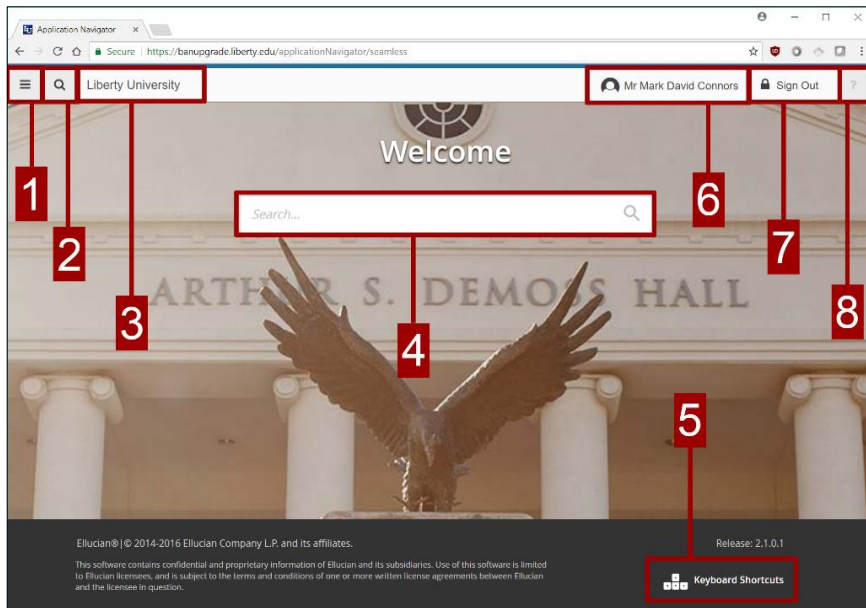
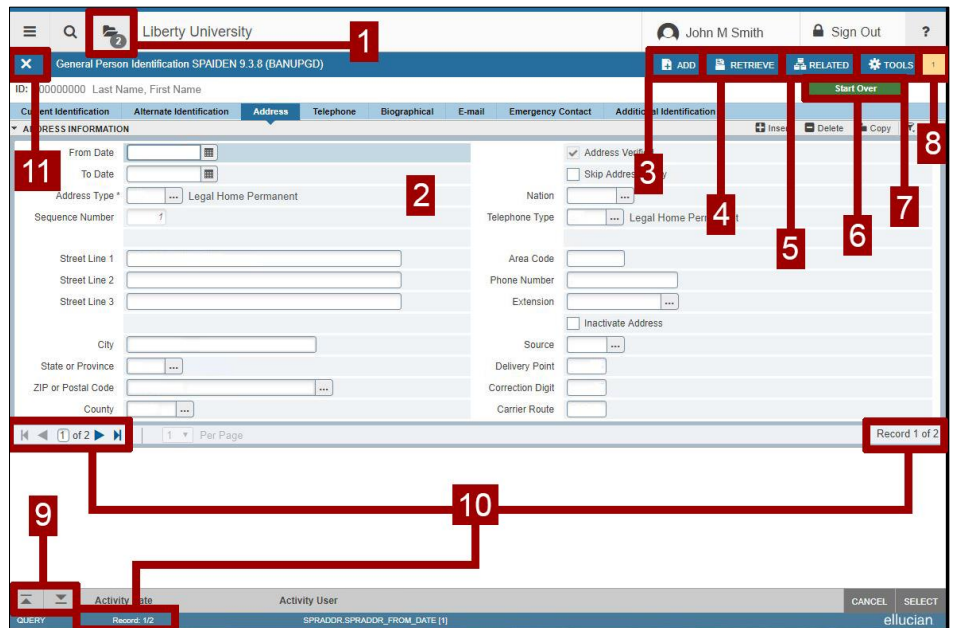## HOW TO NAVIGATE BANNER

## Banner Welcome Page



1. Form Menu
2. Form Search
3. Liberty University Banner Landing Page
4. Search Bar
5. Keyboard Shortcuts
6. User Logged In
7. Sign Out
8. Help

## Banner Form Layout

1. Recently Opened Forms
2. Form Information Fields
3. Add Menu
4. Retrieve Menu
5. Related Forms Menu
6. Start Over
7. Tools Menu
8. Error Message Notification
9. Next/Previous Record
10. Record Number Indicator
11. Close Form

## Banner Form Details



1. Form Actions
2. Form Identifier
3. User Identifier
4. Form Tabs
5. Form Sections

## Helpful Tips and Tricks

- The "tools menu" (as seen on the right) features actions that are not typically located under each form section (as noted under "Banner Form Details") and may change depending on the form you are viewing.

- Under "Banner Form Layout", you may notice three places indicating the "record number", which may not be true for every form. The blue status bar at the bottom of the page is a better indicator since it will be visible for every form.

- Under "Banner Welcome Page", you may notice a spot for "Keyboard Shortcuts". This is not the full list. For the full list keyboard shortcuts, refer to the document "Banner Keyboard Shortcuts" on www.liberty.edu/banner.

- For technical assistance involving Banner ADMIN, contact the IT Helpdesk at (434) 592-7800 or chat with one of their agents at www.liberty.edu/hdchat.



*Tools Menu*