

Administrative Banner Navigation, Tips, and Best Practices

Administrative Banner access is through My Missouri State, Work Resources tab, Administrative Banner link.

Chrome is the preferred/recommended browser.

MissouriState | MY MISSOURI STATE

My Sites
Katrina Chavez

Home
Profile
Student
Registration
Campus Life
Teaching & Advising
Work Resources
Workflow

Work Resources

Self-Service Options

Banner Self-Service
Personal Information
Student
Faculty and Advisors

Admin Banner

Admin Banner (Troubleshooting guide: Internet Explorer not recommended; requires Multi-Factor Authentication ""First time users, set up your authentication options by going to https://sis.ms/mfa/setup"">)
BDM Web Access (Internet Explorer not recommended)
Argos Web Viewer (Internet Explorer not recommended; Remote access - requires VPN)
Argos Datablock / Report Design (Argos Windows Client; Remote access - requires VPN)
Dynamic Forms Administration

Time and Leave Resources

Enter and/or approve time and leave using the Employee Dashboard link below.
Employee Dashboard
Legacy Employee Self-Service

Calendars

Payroll and Leave Reporting Calendars
Staff Holiday Schedule
Academic Calendar
Calendar of Events

Documentation and Reports

How to Enter and Approve Time Sheets and Leave Reports
Leave Benefits
Part-Time 1000-Hour Report
Time Entry Approver/Originator Authorization Form

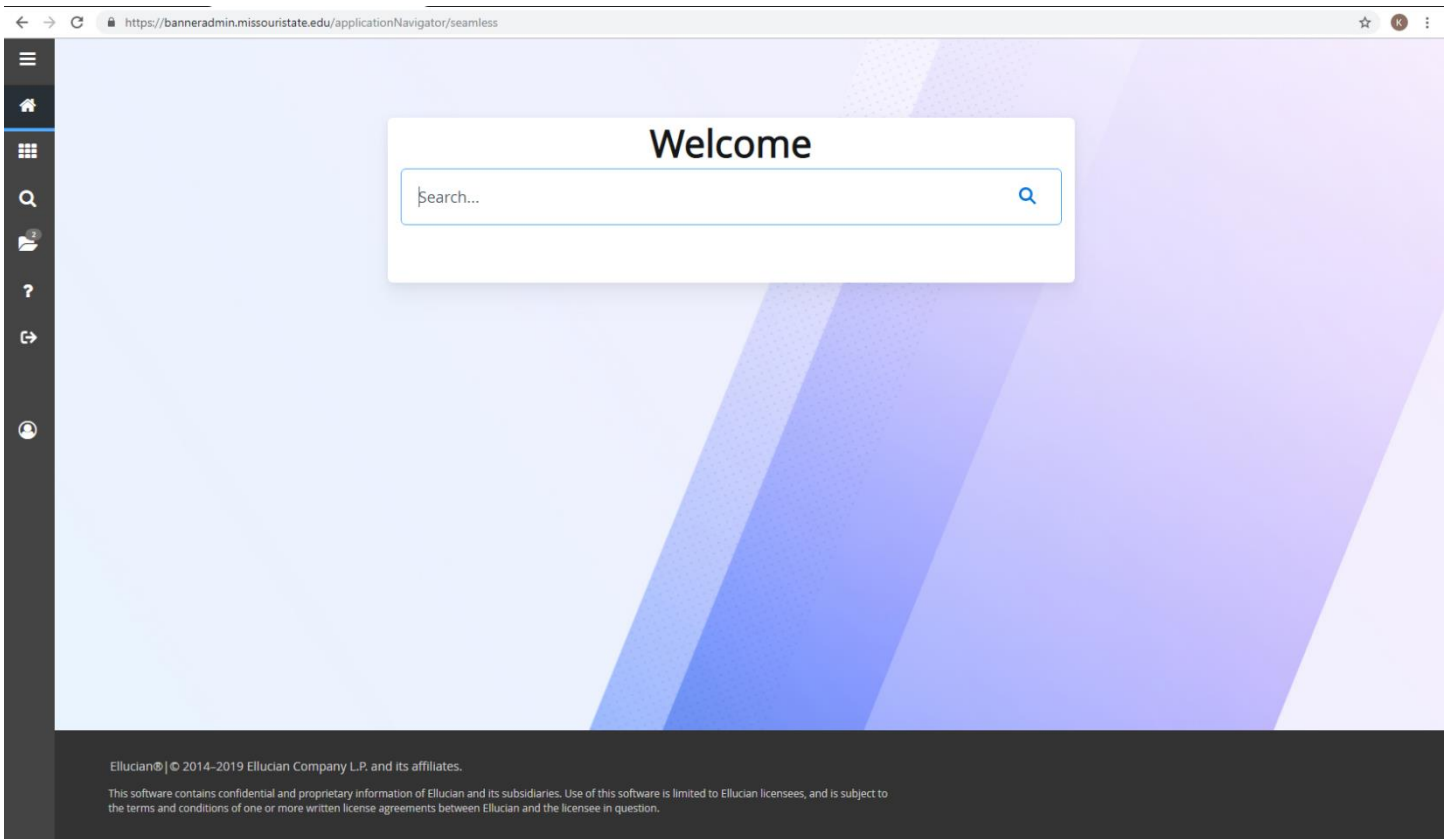
Budgets

Bear Finance Reporting
Check Available Balance
Budget Transfer
View Documents
FOAPAL Authorization Request

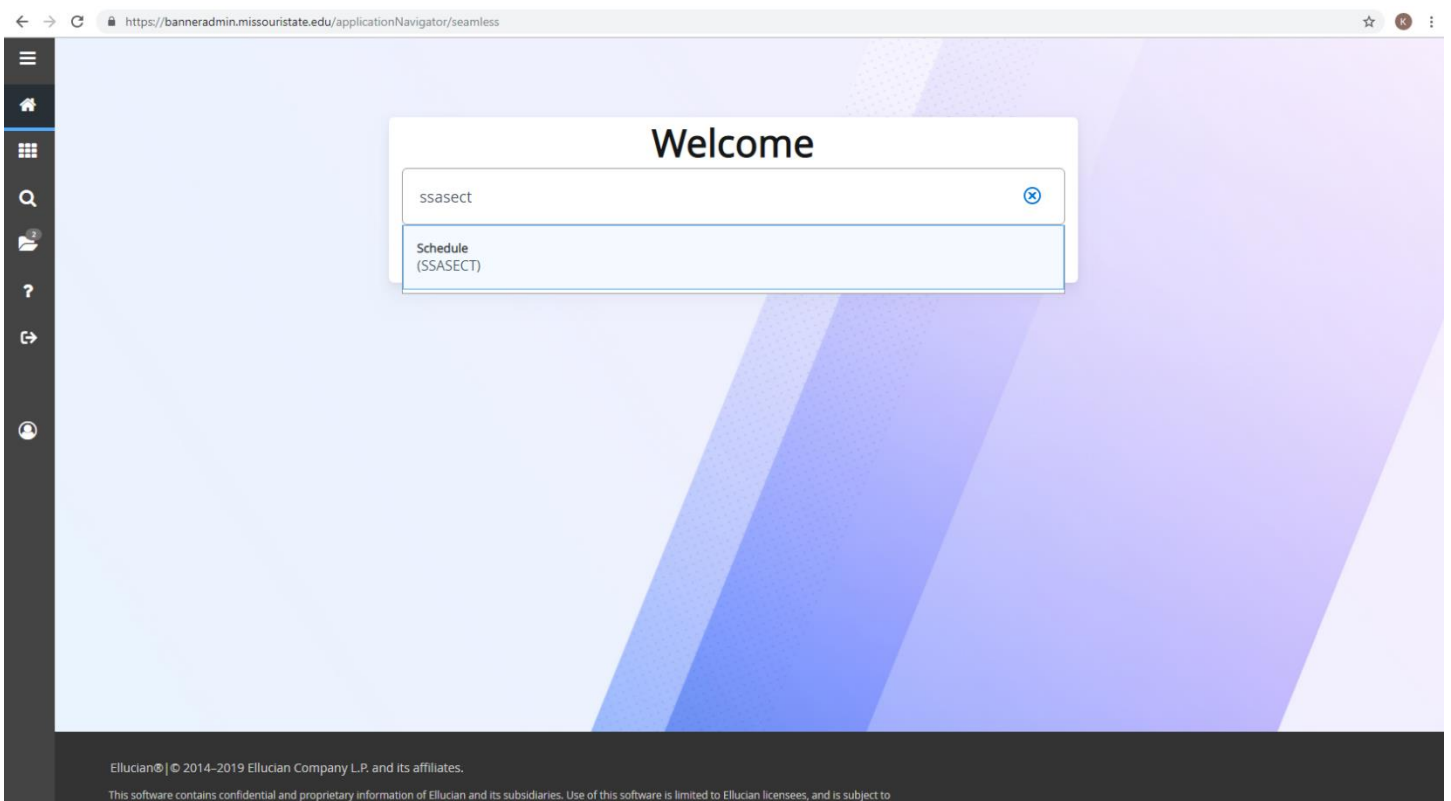
Finance Assistance

Banner Finance Documentation
Chart of Accounts
Financial Services
Procurement Services
Procurement Card

After logging in, the Administrative Banner “home” screen will look like this.



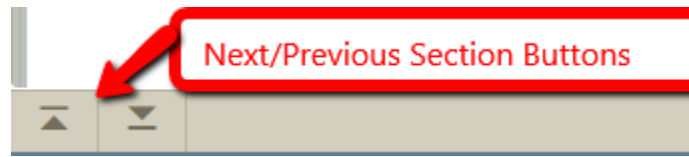
Type the page/form name (SSASECT, SFASRPO, SGAADV, etc.) into the Search box and hit enter on your keyboard.



Navigate between pages/forms using the Recently Opened options.

Keyboard Shortcuts

Function	Key Stroke
Save	F10
Clear one Record	Shift + F4
Delete Record	Shift + F6
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Pg Down
Previous Section	Alt + Pg Up
Duplicate Item	F3
Clear Page/Start Over	F7
Execute Filter Query	F8



You can hover over the commands (Exit, Save, Start Over, etc.) in Administrative Banner for the keyboard shortcuts.

Pages/Forms (SSASECT)

The first SSASECT page will request information about the term and CRN.

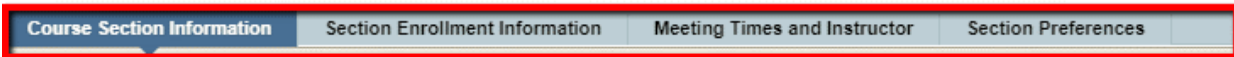


1. Provide a term code and tab over to/click in the CRN field.
2. Provide CRN information.
 - a. Enter 5 digit CRN number.
 - b. Enter the word ADD to add a new CRN.
 - c. Search for an existing CRN.

3. Choose the Green GO or “Next Section”. (*ALT-PAGE DOWN*). Course Information is now loaded into SSASECT.

Pages will have tabs.

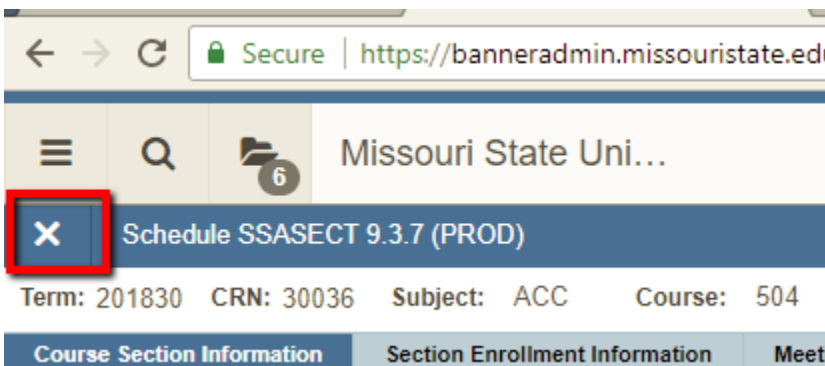
Term: 201840 CRN: 41612 Subject: SWK Course: 760 Title: Family Health Policy



The green Start Over will take you back to the first page of the page (SSASECT) (where you entered the term/CRN information).



Each page/form will have an exit button. This takes you back to the **previous** page/form.



Pages are made up of sections. You will usually TAB to navigate through the sections or click with your mouse. There will be some instances where “Next Section” is required within a section, but these instances are few.



Each section has an expand/hide arrow. For class schedule building, leave each section expanded.

