

## Banner Navigation Training

- Open a web browser and go to <https://www.montana.edu/bannertraining/>
- Click Training Registration

Banner Training

# Banner Training

## Introductory Training

If you are completing the online training for a New or Modify Banner Account Request, please ensure you have registered for the associated online module training:



- Login with your Net ID and Password
- Under the Class of Training Filter select Banner Online Training

**Employee Training Registration**

Course Name	Description	Date	Start Time
Banner Online Training - Accounts Receivable	Basic overview of Banner Accounts Receivable module <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>	Friday, 01 January, 2100	00:01AM
Banner Online Training - Finance	Basic overview of Banner Finance module <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>	Friday, 01 January, 2100	00:01AM
Banner Online Training - Human Resources	Basic overview of Banner Human Resources module <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>	Friday, 01 January, 2100	00:01AM

1 - 3

**Courses Already Registered For:**

You are not registered for any courses.

**Courses Attended Already -- NOT FILTERED**

No Courses Attended Found.

Click on the In  
**Class Of Training Filter**  
Course Name Search

- Select-
- Argos
- Banner
- Banner Online Training**
- Budget
- Cat Scholarships
- Catbooks
- Compliance
- Degree Works
- Departmental
- Diversity Awareness
- Electronic Document Management
- Employee Orientation
- Faculty Excellence
- Financial
- Human Resource
- ITC
- MEERC
- Microsoft
- My Info
- Office of Institutional Equity
- Professional Development
- Retirement
- Safety
- Safety and Compliance
- Service Excellence
- UBS

Instructor Name	Class Of Training
JBS Staff	Banner Online Training
JBS Staff	Banner Online Training
JBS Staff	Banner Online Training

- Click on Banner Online Training - Finance

Employee Training Registration

Click on the Individual Course Name to register.

Class Of Training Filter Banner Online Training

Course Name Search  Go Reset Page

Course Name	Description	Date	Start Time	End Time	Bldg	Room	Instructor Name	Class Of Training
Banner Online Training - Accounts Receivable	Basic overview of Banner Accounts Receivable module <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>	Friday, 01 January, 2100	00:01AM	11:59PM	Online	Online	UBS Staff	Banner Online Training
Banner Online Training - Finance	Basic overview of Banner Finance module <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>	Friday, 01 January, 2100	00:01AM	11:59PM	Online	Online	UBS Staff	Banner Online Training
Banner Online Training - Human Resources	Basic overview of Banner Human Resources module <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>	Friday, 01 January, 2100	00:01AM	11:59PM	Online	Online	UBS Staff	Banner Online Training

Courses Already Registered For:

You are not registered for any courses.

Courses Attended Already -- NOT FILTERED

No Courses Attended Found.

- Complete your contact info and Click Register

Course Description & Prerequisites

Course Name: Banner Online Training - Finance  
 Course Description: Basic overview of Banner Finance module <BR> <a href="https://www.montana.edu/bannertraining">https://www.montana.edu/bannertraining</a>  
 Course Prerequisite: None  
 Instructor Name: UBS Staff

Course Location, Date, Time, & Status

Bldg: Online Room: Online Date: 01-JAN-00 Time: 00:01AM  
 Status: OPEN Waitlist:  
 \*\*\*To register please click the register button. If Status is full and you would like to be put on a waiting list select register.\*\*\*

Register SUPERVISOR REGISTERING FOR NEW EMPLOYEE

- Click the link on the following screen

Confirmation

Course Name	Day	Date	Time	Bldg	Room	Instructor Name	Last Name	First Name	E-mail	Phone	Waitlist	Comments
Banner Online Training - Finance	Friday	01-JAN-00	00:01AM	Online	Online	UBS Staff	Emter	Rebecca	rebecca.emter@msubillings.edu	657-1631		Creating instructions for registration

\*TO PRINT: click on File & Print from your browser & change orientation to landscape.

Done

Banner Online Training

Thank you for your interest in Banner Online Training. Please select the following link to access the training: [www.montana.edu/bannertraining](http://www.montana.edu/bannertraining).

You will need your NetID and NetID password to access the training. Your quiz results will be automatically recorded, and your Banner access will be processed upon successful training completion.

Please submit a Banner Account Request form upon training completion.

Please contact the following if you have any questions regarding a specific module's training:

- Finance: Christina Fournier ([fournier@montana.edu](mailto:fournier@montana.edu))
- Information Security: Jacob Hahn ([jhahn@montana.edu](mailto:jhahn@montana.edu))
- Human Resources: Max Thompson ([mact@montana.edu](mailto:mact@montana.edu))
- Student: TBD ([fast@montana.edu](mailto:fast@montana.edu))
- Accounts Receivable: Ryan Carter ([fast@montana.edu](mailto:fast@montana.edu))

Unver Banner 9 Navigation click Banner 9 Navigation Training Video

# Banner Training

## Introductory Training

If you are completing the online training for a New or Modify Banner Account Request, please ensure you have registered for the associated online module training:

 [Training Registration](#)

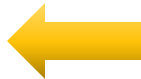
If you are completing the online training for a New or Modify Banner Account Request, please submit this form upon training completion:

 [Banner Account Request](#)

### Banner 9 Navigation

The Banner 9 Navigation Training Video is not a requirement for new Banner Account Requests, but we *highly recommend* watching it for Banner 9 familiarization

**Watch:** [Banner 9 Navigation Training Video.](#)



**References:** [Banner 9 Navigation PowerPoint.](#)

- Watch the video and take the short quiz at the end.