BANNER SSB ADVANCEMENT TRAINING

 APRIL 18, 2017

Welcome to Advancement Banner Training.

Today we will cover the Advancement Officers functions in **Self Service Banner (aka SSB).**

**PLEASE USE CHROME BROWSER FOR THIS TRAINING AND FOR USING THE ADVANCEMENT OFFICER MENUS IN SSB IN YOUR DAILY WORK. Many of the functions in SSB will not work with other browsers at this time.**

# Logging In

Log in to **ULink** and click **Employee** tab if necessary (the Employee tab should be default active tab when you log in. )

Machine generated alternative text:
UUNK 
UNIVERSITY OF LOUISIANA AT LAFAYETTE PORTAL 
Budget & Finance 
Employee 
ULink 
Faculty 
Employee 
Advisor 

 Under **Banner Links**, click **Self Service Banner**

Machine generated alternative text:
Time Entry F ormer Student 
Ifn 
Help 
Sign Out 
Employee 
U Link 
Faculty Advisor Budget & Finance 
Employee 
Employ—t Detailal 
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ULink Help 
Need help? 
Fir' tutNiSs to fetue in the r-— l_lLink the IT Help EitE 
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Hiring 

Machine generated alternative text:
Banner Links 
Selt Service Banner 
Authorized Application Navigator Access 
Authorized INS User Access (Internet Explorer only) 

This will bring you to Self-Service Banner (SSB).

Machine generated alternative text:
UNIVERSITY € 
-n LOUISIANA 
coMad 
sooal 
PIN 
, to the University of Louisiana at Lafayette Information System! 

Click the **Advancement Officers** tab.

Machine generated alternative text:
LOUISIANA 
Welcorne, 
SOa•l romt« 
, to the University of Louisiana at Lafayette Information System! 

  The menu options we will cover today include:

* Manage My Prospects
* Add A Contact
* View/Edit Contacts
* Advancement Officer Searches

Note: Preferences and Moves Management Menus are still in progress; there will be more training once these functions are ready to use.

Machine generated alternative text:
Advancement Officers 
Manage My Prospects 
Add a Contact 
Volunteer 
Preferences 
Advancement Officer 
Sea rches 
Student 
Financial Aid 
Moves Management 
Faculty Sewices 
View/Edit Contacts 
Emplo 

# Navigating in SSB

If you want to return to the previous screen, you can use the back button on your browser. If you have been drilling down and want to return to the Advancement Officers main menu or a main menu page (e.g. Manage My Prospects), you may be able to use breadcrumbs or embedded links.

## Breadcrumbs example

Machine generated alternative text:
Personal In formation 
Alumni and Friends 
Manage My Prospects 
Ad—t My 
Advancement Officers Volunteer 

## Embedded Links example

Machine generated alternative text:
Personal In formation 
Alumni and Friends 
Advancement O fficers 
Prospect Long Profile 
Profile 
to ID List 
to "y 