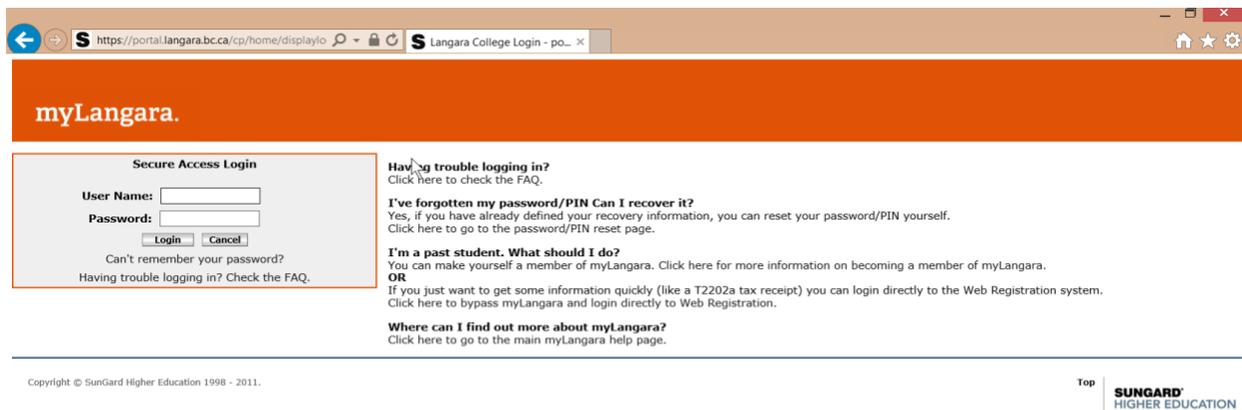
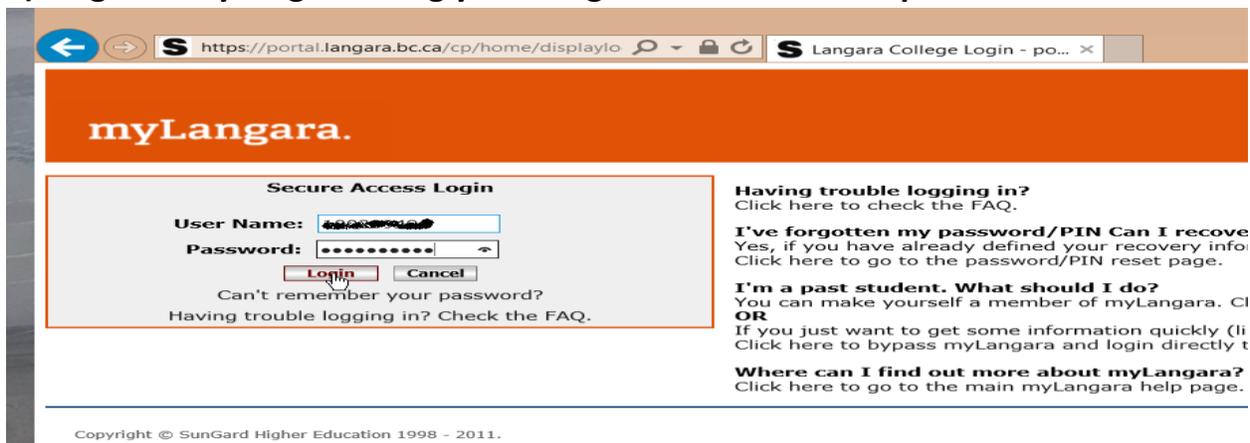


# Instructions for Updated Banner INB login

## 1) Load the myLangara login page.



## 2) Log into myLangara using your Langara user name and password.



### 3) Click on the “Employees” tab.

The screenshot shows the myLangara website interface. At the top, there is a navigation bar with the myLangara logo on the left and a user welcome message: "Welcome Lawrence Carrington. You are currently logged in." Below this is a secondary navigation bar with tabs for "Home", "myCourses", "myLibrary", "Employees", "College Forms", "IETS User Mgmt", and "IT Contract Lookup.". The "Employees" tab is highlighted with an orange arrow pointing to it. Below the navigation bar, the page is divided into three main sections: "Employee Resources" on the left, "The Langara Post" in the center, and "Employee Phone Directory" on the right. The "Employee Resources" section contains a list of links including "Integrated Academic and Services Initiatives Plan", "Integrated Plan Timeline", "Emergency Procedures and Emergency Management Plan", "Annual Year End File Purge Guide 2017", "MSDS Information", "Employee Meeting Room Booking", "Room Booking Guidelines", and "Langara Print Services". The "The Langara Post" section features a header "THE LANGARA POST" and a sub-header "INTERNAL NEWS FOR LANGARA FACULTY AND STAFF". The "Employee Phone Directory" section includes input fields for "Last Name:", "First Name:", and "Department:", along with a "Select..." dropdown menu and a link for "OnLine Yellow Pages".

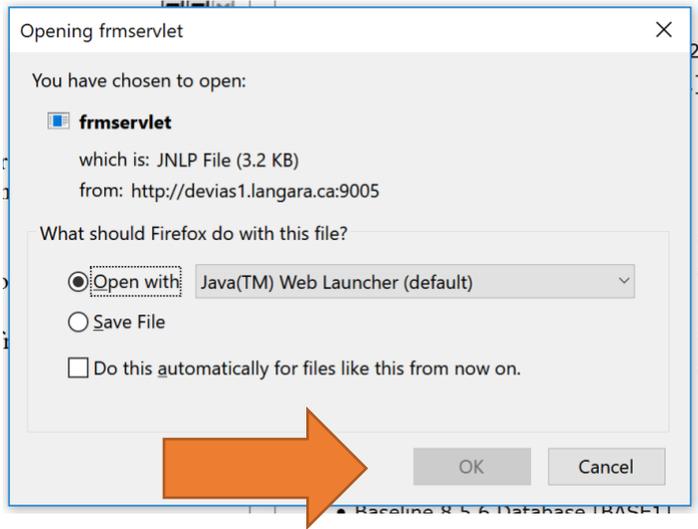
### 4) Select “Production 8.5.6 Database [PROD]” to download file.

The screenshot shows a file management interface with a list of databases. On the left side, there is a vertical list of text: "ams, and", "by reported", "er", "ng", and "ountability". The main area contains a list of databases under the heading "Internet Native Banner (INB)". The list includes: "myLangara. [PROD]", "Test Portal [DEV1]", "Test Portal [DEV5]", "Message Test [all DEV and TEST environments]", "Production 8.5.6 Database [PROD]", "Baseline 8.5.6 Database [BASE1]", "Development 1 Database [DEV1]", "Development 2 Database [DEV2]", "Development 3 Database [DEV3]", "Development 4 Database [DEV4]", "Development 5 Database [DEV5] 12c Webstart", "Quality Assurance 1 Database [QA1]", "SEED 8.5.6 Database [SEED]", and "Stage 8.5.6 Database [STAGE]". The "Production 8.5.6 Database [PROD]" entry is highlighted in blue, and an orange arrow points to it from the right.

5) Depending on the browser you are using, you will see one the following prompts:

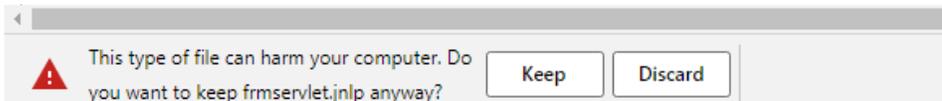
**Firefox Quantum specific instructions:**

Click OK when prompted to open file.

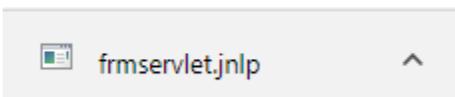


**Google Chrome specific instructions:**

Click *Keep* when prompted.

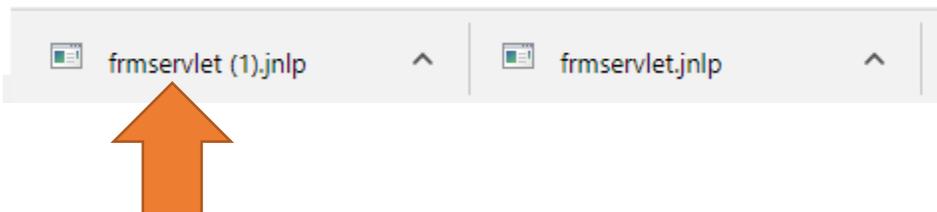


Click on the downloaded file.



You may have multiple versions of this file on your system, with a number appended to the end.

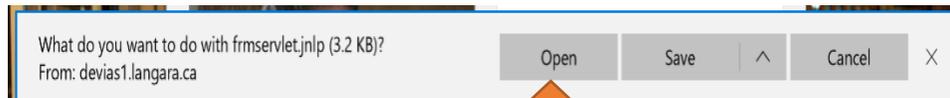
Click on the most recent download, which is the one with the highest number.



Note that Chrome will prompt you every time you run INB.

### Microsoft Edge specific instructions:

Click "Open" when prompted.



### Microsoft Internet Explorer specific instructions:

Internet Explorer will **not** display a prompt when running the *frmServlet* file.

## 6) When prompted to use Oracle, select "Run".

If desired, check the box that says "Do not show again for this app from the publisher above".

• Test Portal [DEV5]  
• Message Test [all DEV and TEST environments]

**Internet Native Banner (INB)**

- Production 8.5.6 Database [PROD]
- Baseline 8.5.6 Database [BASE1]
- Dev
- Dev
- Dev
- Dev
- Dev
- Qua
- SEE
- Sta
- TES

**Self-Service Banner (SSB)**

- Production 8.5.6 Database [PROD]
- Baseline 8.5.6 Database [BASE1]
- Development 1 Database [DEV1]
- Development 2 Database [DEV2]
- Development 3 Database [DEV3]
- Development 4 Database [DEV4]

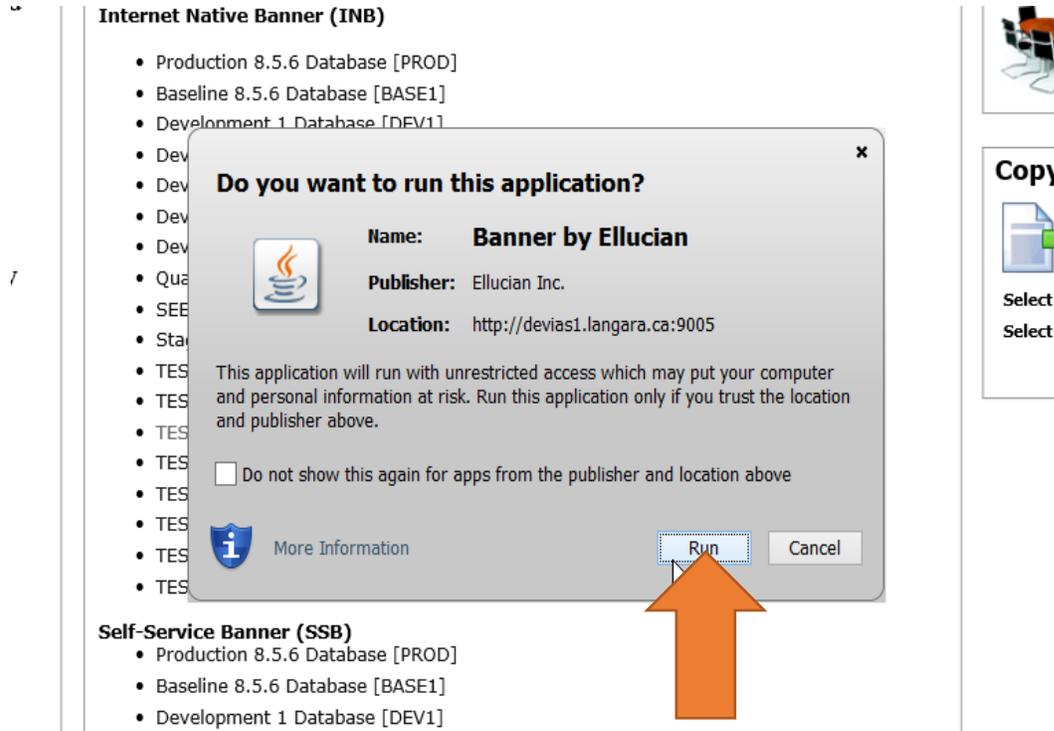
**Employee Meet (non-instructional)**

**Copy Course**

Select a Source 1  
Select a Destination

## 7) When prompted to use Banner, select “Run”

If desired, check the box that says “Do not show again for this app from the publisher above”.

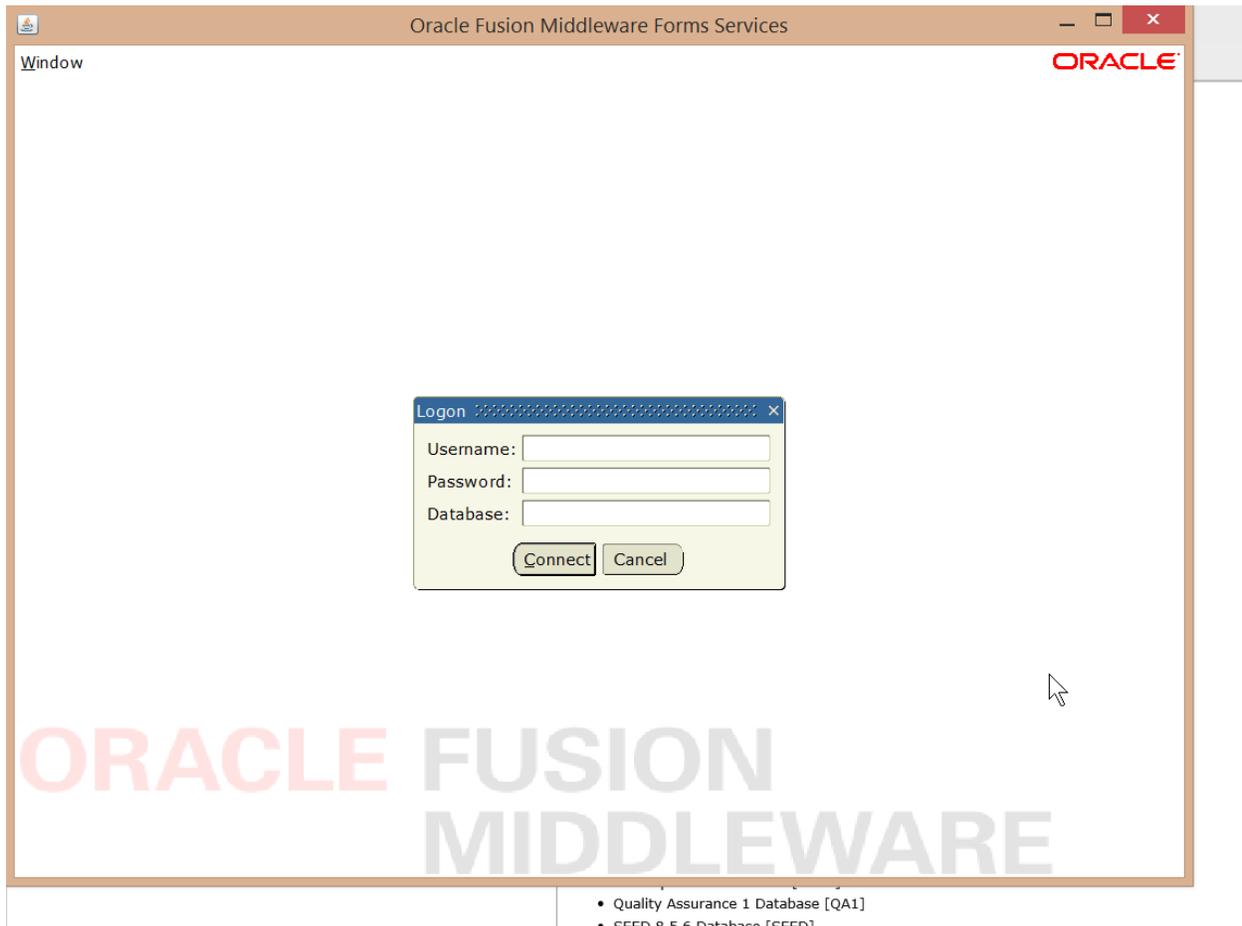


The screenshot shows a security warning dialog box titled "Do you want to run this application?". The dialog box contains the following information:

- Name:** Banner by Ellucian
- Publisher:** Ellucian Inc.
- Location:** http://devias1.langara.ca:9005

Below this information, there is a warning message: "This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above." There is a checkbox labeled "Do not show this again for apps from the publisher and location above" which is currently unchecked. At the bottom of the dialog box, there are two buttons: "Run" and "Cancel". An orange arrow points to the "Run" button. To the left of the dialog box, there is a list of database environments under the heading "Internet Native Banner (INB)" and "Self-Service Banner (SSB)". To the right of the dialog box, there is a "Copy" button and a "Select Select" button.

## 8) Use your credentials to log in to Banner as you usually would.



### Notes:

- This is for the Production environment starting January 2<sup>nd</sup> 2019.
- All test environments will be upgraded as needed.
- If you switch browsers, you will have to follow this process again.
- If you see the prompts after ticking the "Do not show again..." box, just follow the process again.