Banner Functional User Training

1. Browse to https://www.ellucian.com/customer-center

2. Choose the option to Sign Up for an Ellucian Customer Center account. As of this writing, there is a Sign Up button in the middle-left of the page.

3. Follow the steps to create your account.

4. Once your account has been created, browse to https://login.ellucian.com/ and sign in with your new account.

5. Near the top of the page, select Resources and then select On Demand Training under the Knowledge header.

6. At the top left of the new page, hover over On-Demand Training, and then select Banner

7. Near the top of the page, there will be a block section for a "Banner 9 Overview and Navigation" course.

8. As a new Banner user, you should start with this course.

9. Once that course is complete, look at the Banner 9 section of the page and select the functional area in which you will be working.

10. Even if the courses are labeled Premium, they should be available to you as a member of the University System of Georgia. Once you click on View Course, you should see Free near the bottom of the course description page above the Start button.

11. If the courses will not let you view them for free, please submit a ticket with USG by emailing helpdesk@usg.edu so they can work with Ellucian to make sure your account has the proper access to the courses.