

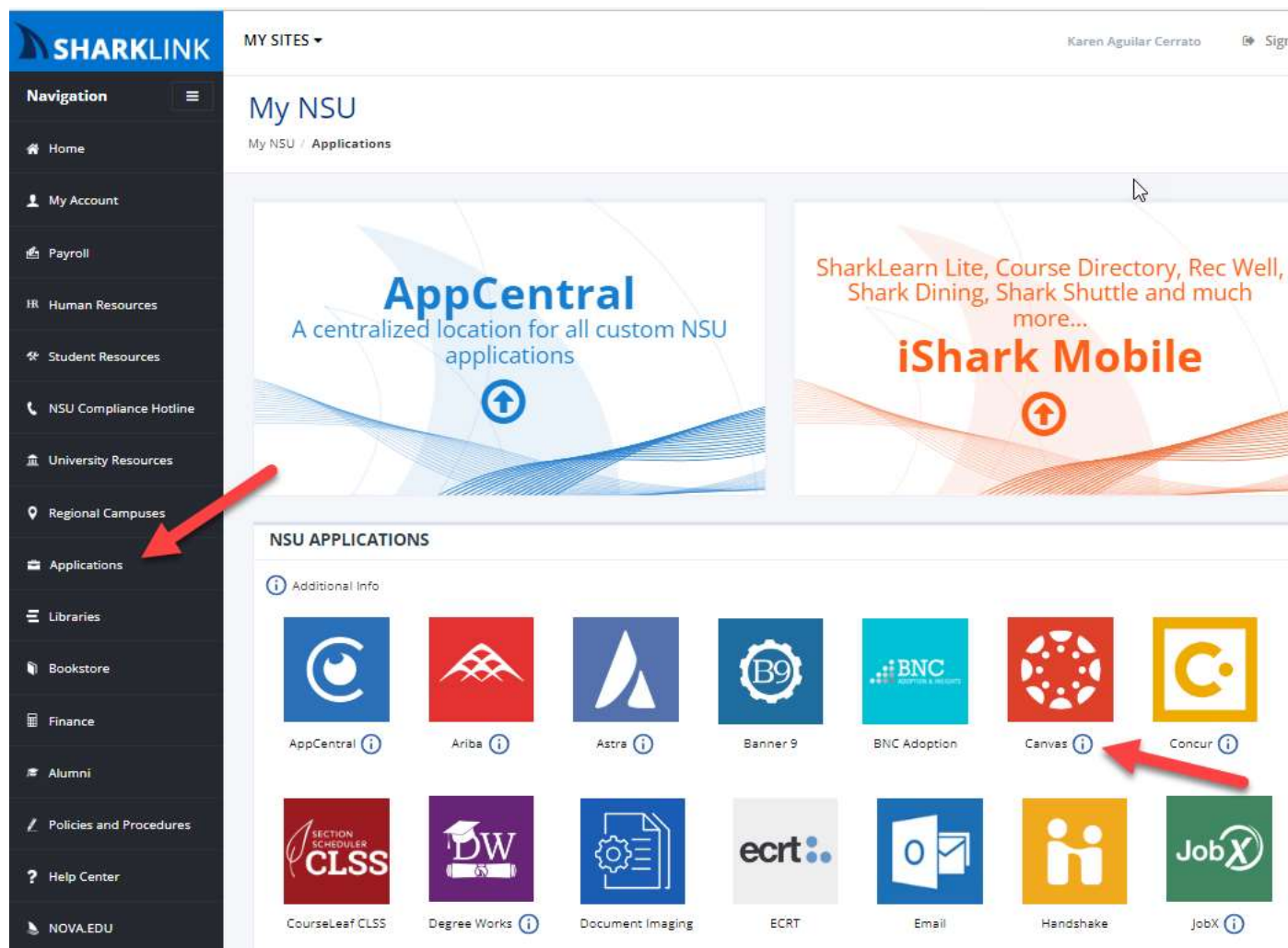
Banner 9 Training - Self-Enroll Instructions

Monday, July 3, 2023 2:01 PM

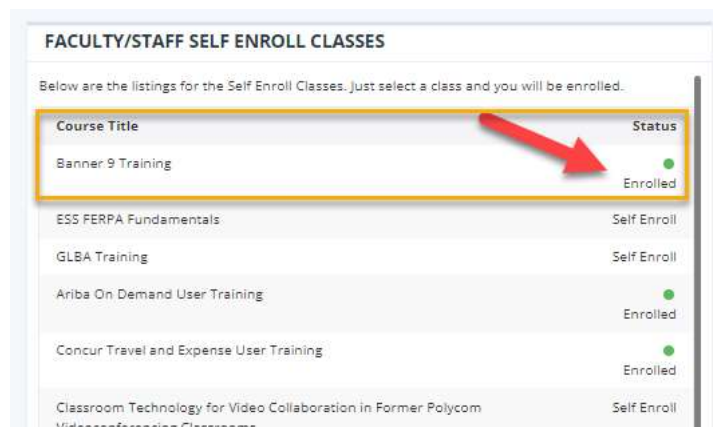
While we work on setting up your access, please follow the instructions below to complete your regular Banner training.

For FLAC, the help documentation can be found at: <https://www.nova.edu/hr/hris/secure/FLAC.html>

1. Log onto SharkLink
2. On the left-hand side menu> click on Applications
3. Then, click on the "i" icon under Canvas

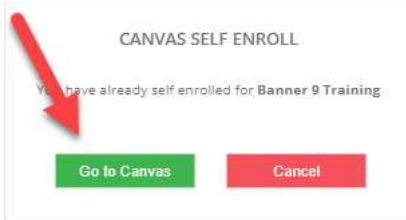


4. Scroll to the lower right-hand corner (wait for courses to load)
5. For the Banner 9 Training, click on the Self Enroll button and complete:



eContracts Training	Enrolled
Foundations of Teaching Online V5	Self Enroll
EHS Safety Certificates 2023	Self Enroll

6. Click on the Go to Canvas button:



7. Complete the following trainings by clicking on the lower link:

▼ Banner 9 Application Navigator Complete One Item ✓

📄 **Application Navigator** ✓

100 pts | Scored at least 100.0 Application Navigator

▼ Banner 9 General System Complete One Item ✓

📄 **Banner 9 General Training** ✓

100 pts | Scored at least 100.0 Banner 9 General Training

▼ Banner 9 Human Resources System Training Complete

📄 **Banner 9 Human Resources System Training**

100 pts | Scored at least 100.0 Banner 9 Human Resources System Training

▼ Banner 9 Self-Service Training

📄 **Banner 9 Self-Service Training**

0 pts Banner 9 Self-Service Training