



Accessing Ellucian and Other Systems as an SRSU Employee

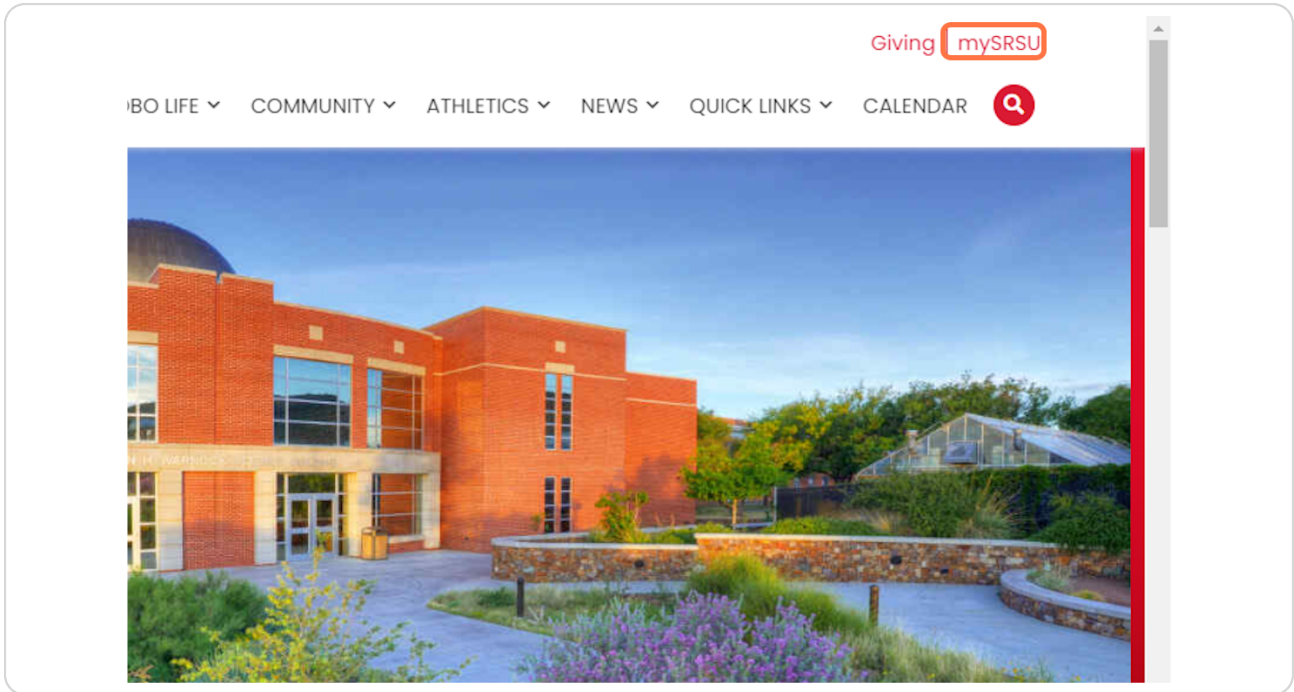
An Instruction Guide

Created with *Tango*
9 Steps 

Start on the Sul Ross State University website's homepage.

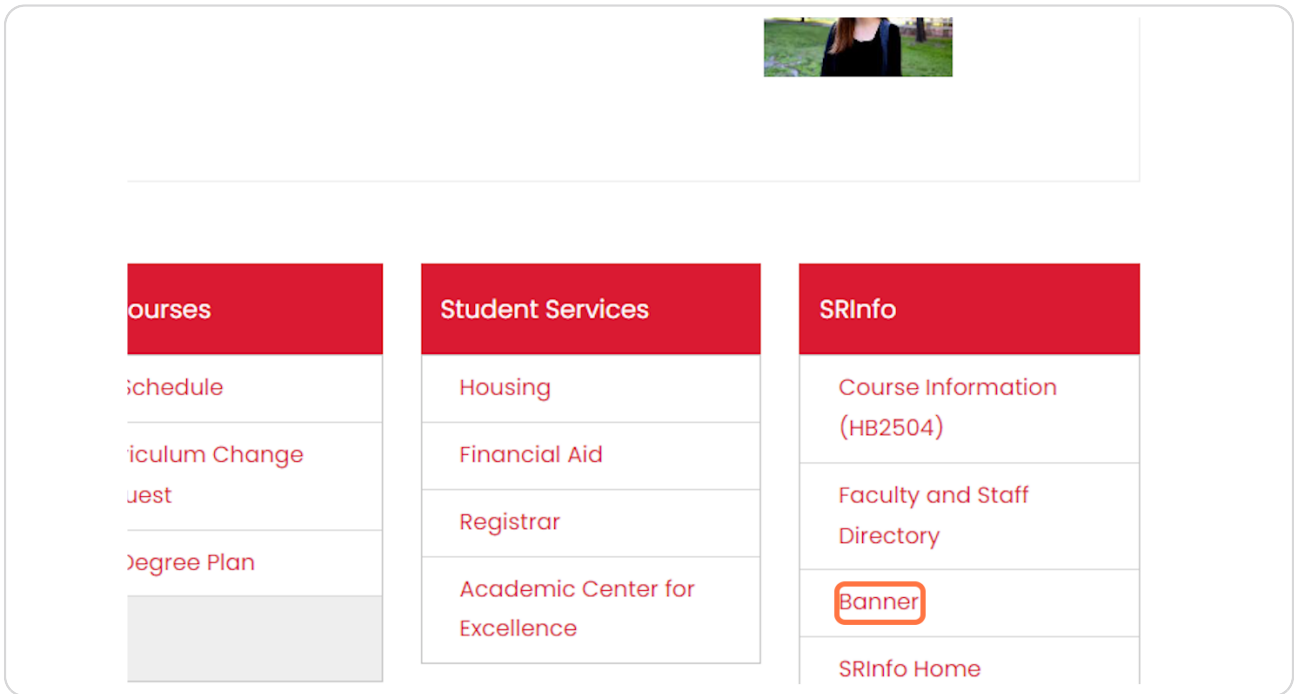
STEP 1

Click on mySRSU on the right-hand side of the screen.



STEP 2

Sign in to your Sul Ross account. Once you've logged in, scroll down a bit to find "Banner" under the section "SRInfo".



The screenshot shows a web page with a navigation menu. At the top right, there is a small profile picture of a person. Below it, the navigation menu is organized into three columns, each with a red header. The first column is titled 'Courses' and contains links for 'Schedule', 'Curriculum Change Request', and 'Degree Plan'. The second column is titled 'Student Services' and contains links for 'Housing', 'Financial Aid', 'Registrar', and 'Academic Center for Excellence'. The third column is titled 'SRInfo' and contains links for 'Course Information (HB2504)', 'Faculty and Staff Directory', 'Banner', and 'SRInfo Home'. The 'Banner' link is highlighted with an orange border.

Courses	Student Services	SRInfo
Schedule	Housing	Course Information (HB2504)
Curriculum Change Request	Financial Aid	Faculty and Staff Directory
Degree Plan	Registrar	Banner
	Academic Center for Excellence	SRInfo Home

STEP 3

Look for the section titled "Banner PROD"

Banner Prod is the production site for Ellucian Banner systems. These are live sites where all edits, requests, and changes are entered into the system.

"Non-Production Environments" are development sites to help you play with the system or view things that you might not want to make permanent.

Need Help

Contact our [Help Desk](#)

Banner PROD

Please click on the link(s) below to access Banner PROD. You will need to use your loboid in order to access the s

- [Banner 9 Admin Pages](#) (MUST be on-campus or VPN to access)
- [Apex Reports & Applications](#) (MUST be on-campus or VPN to access)
- [Evisions \(Argos, FormFusion, IntelliCheck\)](#) (MUST be on-campus or VPN to access)
- Lobo Online
 - [Faculty / Advisor Dashboard](#)
 - [Student Dashboard](#)
 - [Employee Dashboard](#)
 - [Finance Dashboard](#)
 - [Direct Timesheet Link](#)
- [Blackboard](#)
- [DegreeWorks](#)
- [Liason EMP](#)

STEP 4

To access Apex Reports & Applications select the following option.

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 - [Faculty / Advisor Dashboard](#)
 - [Student Dashboard](#)
 - [Employee Dashboard](#)
 - [Finance Dashboard](#)
 - [Student Financial Aid](#)

STEP 5

The Apex Reporting screen should look something like this.

Note: I do not have full access to Apex so I cannot see all the options available. If your screen looks like mine, you probably do not have access. Your supervisor/manager can request access for you.

The screenshot shows a web application interface. At the top, there is a blue header bar with the text "Sul Ross Applications and Reports Navigator". Below the header, on the left side, there is a dark grey sidebar navigation menu. The first item in the menu is "Home", which is highlighted with an orange rectangular border. Below "Home" is another item, "SRSU App for Administrative Systems". To the right of the sidebar, the main content area is white and contains the text "Good afternoon, welcome to t page." followed by a horizontal line.

STEP 6

To access Banner Native select the following option.

This view of Banner is primarily used for financial (requisitions, purchase orders, and budget management) and administrative processes (financial aid and registrar).

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Banner PROD

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 - [Faculty / Advisor Dashboard](#)
 - [Student Dashboard](#)
 - [Employee Dashboard](#)

STEP 7

To access Banner Self-Service select one of the following options.

This view of Banner is primarily used to view employee information, submit final grades, and view the course catalog, among other uses.

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- Lobo Online
 - [Faculty / Advisor Dashboard](#)
 - [Student Dashboard](#)
 - [Employee Dashboard](#)
 - [Finance Dashboard](#)
 - [Direct Timesheet Link](#)
- [Blackboard](#)
- [DegreeWorks](#)
- [Liason EMP](#)

Non-Production Environments

STEP 8

If you'd like to access DegreeWorks, select the following option.

- [Student Dashboard](#)
- [Employee Dashboard](#)
- [Finance Dashboard](#)
- [Direct Timesheet Link](#)
- [Blackboard](#)
- [DegreeWorks](#)
- [Liason EMP](#)

Non-Production Environments

TEST

- [Banner 9 Admin Pages](#) (MUST be on-campus or VPN to access)
- [Apex Reports & Applications](#) (MUST be on-campus or VPN to access)

STEP 9

Click on Liason EMP, if that is something you need access to.

- [Student Dashboard](#)
- [Employee Dashboard](#)
- [Finance Dashboard](#)
- [Direct Timesheet Link](#)
- [Blackboard](#)
- [DegreeWorks](#)
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Non-Production Environments

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