

**Banner New User Training**

Hands-on training sessions will be held for new Banner users. Training sessions will be held virtually (via Microsoft Teams). Banner Training lasts approximately 2 hours. Supervisors are required to [Request a Banner Account through IT Services](https://www.pfw.edu/offices/its/accounts/banner.html) (🡨 clickable link), for new employees. IT Services will set-up the new account and provide the Banner account information to the Banner Trainer. You will then be contacted by the Banner Trainer about training dates and times.

Please note, users must complete [FERPA Certification](https://www.pfw.edu/offices/registrar-office/FERPA/certification) and sign the Confidentiality Agreement prior to attending Banner Training.

Questions? The Banner Trainer would be glad to assist. Contact Maria Norman at normanm@pfw.edu or x14115.

Updated: 11/20/2018 I:/Banner XE/New User Banner Training 4-27-2021.docx