

**From:** Kubat, Robert A  
**Sent:** Monday, June 23, 2008 1:53 PM  
**To:** advisors@purdue.edu; headadvisors@purdue.edu  
**Subject:**

Please read the following information as it contains information on training.

Thanks,  
Bob

To: Head Advisors, Advisors, and others who initially have been assigned Internet Native Banner (INB) and Self-Service Banner (SSB) advisor roles

The purpose of this message is to brief you on OnePurdue training for yourselves and for all other advisors. This message describes:

- the training curricula
- what Advisors need to do **before** attending hands-on training
- how training registration is being handled for online courses
- how to register for hands-on training

## Overview of planned advisor training:

Initially, advisors have been divided into two roles, and their initial OnePurdue Student course curricula are tailored to their roles as follows:

**1. Those initially assigned INB plus SSB access.** Currently the approximately 56 of you receiving this message have been approved for this role. You are either head advisors or primary advisors for multi-faceted colleges that don't have head advisor positions per se (such as Engineering and Technology). You'll be taking these courses:

BANNAV100 Banner Navigation (online, 1.5-2 hours)

SOV100 Banner Student Overview (online, 1.5-2 hours)

SADVSR200 Advisors with INB and SSB roles (instructor-led, hands-on, 4 hours)

This course provides functional knowledge for advisors who perform administrative functions in INB Banner,

And also includes the SSB Banner functions they will use.

- View student information, listings, holds, test scores, and academic data.
- Search course catalog and class schedules
- Change PINs
- Assign academic advisors
- Perform course overrides and substitutions
- Change a login verification question
- Do a "what if" analysis
- Review major/core requirements

Dates/times: June 30, 1:00-5:00 pm  
July 1, 8:00am - noon  
July 9, 8:00am - noon

**2. Those initially assigned SSB access.** The remaining West Lafayette campus academic advisors fall into this group. They'll be taking these courses and will receive an email similar to this, explaining their training and enrollment.

BANNAV100 Banner Navigation (online, 1.5-2 hours)

SOV100 Banner Student Overview (online, 1.5-2 hours)

SADVSR210 Advisors with INB and SSB roles (instructor-led, hands-on, 2 hours)

This course provides functional knowledge for advisors who work in SSB Banner, and includes:

- Looking up a course
- Looking up assigned academic advisor
- View the degree evaluation record
- Do a "what if" analysis
- Review major/core requirements

Dates/times: 4-6 class sections per week, on Wednesdays and Thursdays  
Beginning the week of July 14 through the week of August 18.

### 3. Coming in September

It has recently been determined that **all** advisors will be granted access to a new set of INB forms to do selected student updates. Advisors will begin using these functions as they work with students to register for spring 2009 classes. This new role is being defined, and the new course will be based on it.

To support the October advising sessions, an additional training course is planned for September delivery, to prep Advisors to do these new functions.

Remember, the process for fall registration is not changing. There's no worry that Advisors will need this additional information now.

#### *Challenges with this approach*

- *Not all Academic Advisors may have been identified to date. Some role assignments have not yet been fully approved; some new advisors may be added. If additional Advisors are named, the training team needs to make sure they too are enrolled in the right courses, in as timely a manner as possible.*
- *Some advisors, particularly those who are faculty, may not be on campus this summer. Need to get information out to them in August so they can take advantage of the August Advisor training sessions.*

## Prior to attending hands-on training...

### 1. Advisors' system role(s) must be fully approved.

Approval is a two-step process, a departmental approval + approval by the functional owner. **Only advisors whose roles have been fully approved will be contacted to enroll in training.** Please encourage your department heads to respond quickly to OnePurdue role approval requests.

## 2. Annual FERPA/GLBA Certification Must Be Complete

If not already current, FERPA/GLBA certification should be completed as soon as possible, preferably well before the date the advisor will attend training. (3 days to 1 week prior to attending hands-on class is a minimum).

This is **required** to attend hands-on training because the training environment contains live data. Without completed certifications the advisor's account in the training environment won't be activated, and he/she won't be able to log in during class. (Everyone's certification status IS being checked before the training environment account is turned on.)

These are the links to the online certification training:

FERPA: <https://www2.itap.purdue.edu/registrar/training/review.cfm?id=1>

GLBA: <https://www2.itap.purdue.edu/registrar/training/review.cfm?id=2>

(If problems are encountered using the above links, try typing the URL manually into your browser's search window.)

## 3. May need to change career account password.

Some "special" characters which staff and faculty may use in their career account passwords are not compatible with Banner. That's a problem in training and later when you're working in the live system because log-in to both environments is via career account.

Password guidance is available on the OnePurdue Enrollment and Student Affairs Training web pages:

<http://www.purdue.edu/onepurdue/training/esatraining.shtml>

Click on the first "quick link" - on the left side of the page -it's titled "Career Account Password Tips"

## 4. Please review Banner navigation

The Advisor class assumes that you have completed the navigation course and starts in immediately on Advisor-specific topics. Particularly if it's been a while since you completed the online course, please review the course or the quick reference materials you can print from the online course before coming to class.

## How Advisors will be registered for the online courses:

The OnePurdue training team will enroll **Advisors whose roles have been approved** in the online courses in the next several days. These courses should be completed before attending hands-on training, since they provide background needed in class.

Upon being enrolled, Advisors will receive a confirming email with instructions for finding and logging into OnePurdue's own Blackboard "institution" and beginning your training. [Note: this is

\*not\* the same Blackboard location in which Purdue academic courses are housed -- Advisors should follow the link in the email message, then select the OnePurdue Institution.]

## **To register for the hands-on course:**

Since these are scheduled events, Advisors will want to select the date/time that best fits their schedules. Please visit the ITaP Training web pages: <http://www.itap.purdue.edu/training/>

Click on the heading **OnePurdue**. A list of available courses and course section dates/times will be displayed. Click on the "Register Now" link to register for a specific section. The prospective learner will be prompted to enter Purdue career account login ID and password, then be taken to a screen confirming his/her registration. The classroom location is included in an email registration confirmation.

## **Questions?**

Contact us at [oneptrain@purdue.edu](mailto:oneptrain@purdue.edu) - we hope you'll enjoy your OnePurdue training!

### **The OnePurdue Training Team**

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