

# Banner AR System Access

We have developed these materials to help you effectively use the Banner AR system. Please read these instructions carefully to ensure you have completed the requirements to receive access to the Banner AR system.

Once your Banner INB access request form has been received by the Banner Systems Office you will be added to the “Banner Accounts Receivable Training” course in uLearn. You will receive an email notifying you that you can complete the training once your form has been sent to Student Accounts for signature. **Access will only be granted once you have completed the appropriate training and passed the assessment (s) with a score of at least 80.** Your quiz results will automatically be emailed to Student Accounts and the Banner Systems Office once you have submitted it. You have the opportunity to re-take the quiz in order to pass it.

## Training Requirements

Anyone requesting access to any student account security class must complete the following AR training:

1. AR 100 – Accounts Receivable Overview (9 minute video)
2. AR 101 – Basic Accounts Receivable Analysis (10 minute video)

**Additional** training requirements based on requesting update access to the specific forms is indicated below (access is granted to these forms via various security profiles and classes):

Account Detail Review Form – Student (TSAAREV)  
Student Account Detail (TSADETL)  
Billing Mass Data Entry Form – Student (TSAMASS)

- AR 100 – Accounts Receivable Overview (9 minute video)

Exemption Person Authorization (TSAEXPP)

- AR 105- Waiver Processing (5 minute video)

## Training Resources

Once you have been added to the Banner AR training course in uLearn, you will have access to various Banner AR resources:

- Training manuals that include all information (plus more) that is covered in the training videos.
- Job aids that give you step by step instructions for various Banner AR tasks.
- Links to important information on the Student Account website.