

Banner AR Training Instructions

Please read these instructions carefully to ensure you have completed the requirements to receive access to the Banner AR system.

Course Instructions

1. Once you receive email notification stating you have been added to the Banner AR training course, go to the GSU website, click the Faculty & Staff tab, under the Tools link, select iCollege, and log in with your campus ID and password.
2. On the top toolbar, click on **Select a course**, and select the **"Banner Accounts Receivable Training"** link.
3. Select the link for the appropriate course (see below).
4. Download and print the training manual for the course(s) you are completing.
5. Select the training video link for the course(s) you are completing. Scroll down the page until you see the download button and download the video **(Note: You will need Adobe Reader version 9 or above, to open the .pdf. You'll also need Flash Player installed (go to the Software Center on your computer and install all versions of Flash Player Plugin).** You should have your training manual accessible while watching the video.
6. Complete the course assessment when you have finished watching the training video.
7. If you have received a score of 80 or above on the course, you are done. If not, review the training materials and retake the assessment until you have received a score of at least 80.
8. Complete the course evaluation (link included on the course homepage).
9. You will be notified when your access has been granted.

Training Requirements

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

1. AR 101 – Basic Accounts Receivable Analysis

****This includes (but is not limited to) anyone requesting the "Student Account Basic" profile.**

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

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

2. AR 103 – Accounts Receivable Processing

****This includes (but is not limited to) anyone requesting the "AR Transaction Processor", "Cashier", or "Manager" student account profiles.**

- Exemption Person Authorization - (TSAEXPP)

3. AR 105 – Waiver Processing

****This includes (but is not limited to) anyone requesting the "Waiver Processing" student account profile.**

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