What training do you need? Don't know? The chart below is a decision tree addressing security roles and job duties with regard to LINK Training. Use this chart, talk to your supervisor/manager and together you can meet your department needs. Please notice the registration instructions on the last page.

**Print this page for reference as you go through the registration process. Bolded titles are required training.**

<table>
<thead>
<tr>
<th>If you …</th>
<th>And you successfully complete …</th>
<th>Submit a Banner Authorization Request (Bar) with Selected Security Role..</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you …</strong></td>
<td><strong>And you successfully complete …</strong></td>
<td><strong>Submit a Banner Authorization Request (Bar) with Selected Security Role..</strong></td>
</tr>
<tr>
<td>Will <strong>not</strong> perform any function other than review and approve Banner Authorization Requests for your organization …</td>
<td>1. Securing Private Data Exam (Web Course)</td>
<td>Supervisor Approvals</td>
</tr>
</tbody>
</table>
| Only access general student information using the delivered Hyperion reports … | 1. **Securing Private Data Exam (Web Course)**  
2. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Student General Reports Viewer  
(Included in all roles below) |
| Only need inquiry access to student information via LoboWeb … | 1. **Securing Private Data Exam (Web Course)**  
2. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | LoboWeb Inquiry |
| Update student Program, Minor, Major, Concentrations, Comments & Load Limits. Set and release Holds. DO NOT need access to degree audit functionality … | 1. **Securing Private Data Exam (Web Course)**  
2. **Banner Fundamentals & Navigation Competency Exam (Web Course)**  
3. **Banner Workshop for Advisors (LC)**  
4. Optional: Viewing Student Data Training (Web Course)  
5. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Student Advisor 1  
(Includes LoboWeb Inquiry) |
## LINK Student Academic Training and Authorizations
### General Student and Registration Roles

<table>
<thead>
<tr>
<th>If you …</th>
<th>And you successfully complete …</th>
<th>Submit a Banner Authorization Request (Bar) with Selected Security Role..</th>
</tr>
</thead>
</table>
| Need inquiry access to a variety of student information. The ability to review and generate degree audits. Update access to student comments ... | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. PROGRESS Training (Registrar’s Office)  
4. Viewing Student Data Training (Web Course)  
5. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Student Inquiry  
(Includes LoboWeb Inquiry) |
| Update student Program, Minor, Major, Concentrations, Comments, and Load Limits. Set and release Holds. Review and generate PROGRESS degree audits ... | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. PROGRESS Training (Registrar’s Office)  
4. Banner Workshop for Advisors (LC)  
5. Optional: Viewing Student Data Training (Web Course)  
6. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Student Advisor 2  
(Includes Advisor 1 and LoboWeb Inquiry) |
| Assign students to advisors. Update student Program, Minor, Major, Concentrations, Comments, and Load Limits. Set and release Holds. Review and generate degree audits through PROGRESS ... | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. PROGRESS Training (Registrar’s Office)  
4. Banner Workshop for Advisors (LC)  
5. Optional: Viewing Student Data Training (Web Course)  
6. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Student Advisor 3  
(Includes Advisor 2 and LoboWeb Inquiry) |

*Currently in use only at the Branch Campuses.*

| Faculty of record members who access course, schedule, override, or student information via LoboWeb… | 1. Securing Private Data Exam (Web Course)  
2. Faculty LoboWeb | **No Banner Authorization request is required for ‘Faculty of Record’ LoboWeb access** |

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Rev. 7/27/2006 at 8:11 AM
How to register instructions are on the last page.
<table>
<thead>
<tr>
<th>Roles for Departmental Staff at the Albuquerque and Branch Campuses</th>
<th>Submit a Banner Authorization Request (Bar) with Selected Security Role.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you …</td>
<td>And you successfully complete …</td>
</tr>
</tbody>
</table>
| Are responsible for updating departmental attributes (DCEP, DUHP, OGS, MD Program, etc.) for your students. Includes inquiry access to a variety of student information through Banner INB (INB) … | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. Viewing Student Data Training (Web Course)  
   OR  
   Banner Workshop for Advisors (LC)  
4. Attribute Updater Training (Registrar’s Office)  
5. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Department Override Designee |
| Have been selected by your Department Chair to perform registration overrides through Internet Native Banner (INB). Includes inquiry access to a variety of student information through Internet Native Banner (INB) … | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. Banner Workshop for Advisors (LC)  
4. Prior Approval from College Dean or Branch Director  
5. Optional: Viewing Student Data Training (Web Course)  
6. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | Disability Information Inquiry  
OEO and Accessibility Services Only |
| Need inquiry access to a variety of student information including disability and services provided information through Internet Native Banner (INB). | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. Viewing Student Data Training (Web Course)  
4. Disability Access Training (Registrar’s Office)  
5. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees |  |

**This role is only for OEO and Accessibility Services personnel.**
**LINK Student Academic Training and Authorizations**  
**General Student and Registration Roles**

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</table>
| Update student disability and services provided information through Internet Native Banner (INB). | 1. Securing Private Data Exam (Web Course)  
2. Banner Fundamentals & Navigation Competency Exam (Web Course)  
3. Viewing Student Data Training (Web Course)  
4. Disability Access Training (Registrar’s Office)  
5. Optional: Student and Academic Report Access (Web Course)  
   OR  
   Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees | **Disability Information Updater** (Includes Disability Information Inquiry)  
**OEO and Accessibility Services Only** |

*This role is only for OEO and Accessibility Services personnel.*
How To …

Register for Computer Based (Web Courses) or other Learning Central (LC) scheduled Training:
  • Note the Course Name
  • Go to the Employee & Organizational Development (EOD’s) website: http://www.unm.edu/~hrinfo/
  • Click on Learning Central Online Registration
  • Log in using your UNM NetID and password
  • Click on the "Catalogs" tab to see available Subject Areas
  • Click on a Subject Area to see available courses
  • Online instructions will guide you through registration process
  • If you have any questions regarding registering for Banner courses call 277-1555 or email eod@unm.edu
  • All other questions please see http://fastinfo.unm.edu

Register for PROGRESS Training:
  • Follow the instructions at http://www.unm.edu/~unmreg/Progress.htm

Register for additional Registrar’s Office Training:
  • Email the Registrar’s Office for details at rst@unm.edu

Request Banner Access
  • Go to the UNM Portal (https://my.unm.edu)
  • Log in using your NetID and password
  • Using the tabs at the top of the screen go to either the “Employee Life” or “Faculty Life” page.
  • The Banner Applications Channel is on the upper right hand corner of the page.
  • Click on “Banner Authorization Requests”
  • After you log in we recommend that you open the “help” hotlink and print out the directions.