

**LINK Student Academic Training and Authorizations
General Student and Registration Roles**

If you ...	And you successfully complete ...	Submit a Banner Authorization Request (Bar) with Selected Security Role..
Need inquiry access to a variety of student information. The ability to review and generate degree audits. Update access to student comments ...	<ol style="list-style-type: none"> 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) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<i>Student Inquiry (Includes LoboWeb Inquiry)</i>
Update student Program, Minor, Major, Concentrations, Comments, and Load Limits. Set and release Holds. Review and generate PROGRESS degree audits ...	<ol style="list-style-type: none"> 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) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<i>Student Advisor 2 (Includes Advisor 1 and LoboWeb Inquiry)</i>
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 ... <i>Currently in use only at the Branch Campuses.</i>	<ol style="list-style-type: none"> 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) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<i>Student Advisor 3 (Includes Advisor 2 and LoboWeb Inquiry)</i> <i>Branch Campuses Only</i>
Faculty of record members who access course, schedule, override, or student information via LoboWeb...	<ol style="list-style-type: none"> 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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Roles for Departmental Staff at the Albuquerque and Branch Campuses		
<p>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) ...</p>	<ol style="list-style-type: none"> 1. Securing Private Data Exam (Web Course) 2. Banner Fundamentals & Navigation Competency Exam (Web Course) 3. Viewing Student Data Training (Web Course) <p align="center">OR</p> <p>Banner Workshop for Advisors (LC)</p> <ol style="list-style-type: none"> 4. Attribute Updater Training (Registrar's Office) 5. Optional: Student and Academic Report Access (Web Course) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<p align="center"><i>Attribute Updater</i></p>
<p>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) ...</p>	<ol style="list-style-type: none"> 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) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<p align="center"><i>Department Override Designee</i></p>
<p>Need inquiry access to a variety of student information including disability and services provided information through Internet Native Banner (INB).</p> <p><i>This role is only for OEO and Accessibility Services personnel.</i></p>	<ol style="list-style-type: none"> 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) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<p align="center"><i>Disability Information Inquiry</i></p> <p align="center"><i>OEO and Accessibility Services Only</i></p>

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<p>Update student disability and services provided information through Internet Native Banner (INB).</p> <p><i>This role is only for OEO and Accessibility Services personnel.</i></p>	<ol style="list-style-type: none"> 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) <p align="center">OR</p> <p>Continuing Ed. Course- Hyperion Student & Academic Report Access for UNM Employees</p>	<p><i>Disability Information Updater (Includes Disability Information Inquiry)</i></p> <p><i>OEO and Accessibility Services Only</i></p>

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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 cod@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.