



Technology Services

ITS Training

Banner Navigation Training

There is a link to Banner CBTs (computer based trainings) toward the bottom of the INB [Banner Menu page \(on-campus access only\)](#). There are CBTs for these modules:

- Banner Fundamentals Overview (do this one if you are new to Banner)
- Financial Aid System
- Finance System
- Human Resource System
- Student System

These courses are for all new administrative computer users and faculty coordinators who have access to Banner. Learn basic navigation and functions in Banner such as:

- how to log in
- how to get into a form and navigate through a form
- how to navigate from form to form
- how to do searches

Email Training

Note: there are no scheduled group training sessions for Banner or Email at this time. Please enter a [Help Desk ticket](#) to request training.

Enrollment Management Tool

- The Enrollment Management tool can be downloaded from the [EMC website](#) (on-campus access only).
- Data files for the Enrollment Management tool can be downloaded directly from the [ITS Reports on the Web page](#) (on-campus access only).
- Here is a PDF document which includes definitions of [Enrollment Management terminology](#). (on-campus access only)

Please enter a [Help Desk ticket](#) to request help.

The Zone

[Quick Help Guide](#)

[The Zone Web Portal Training Videos/Demos for Students and Staff](#)

CLASS-Web

[FAQs](#)

[Web for Employee](#) (pdf)

Staff Training Documentation (on-campus access only)

[Banner 8 - Getting Started](#) (pdf)

[DegreeWorks Documentation](#)

[DegreeWorks Training - LPC A&R April 2012](#)

[DegreeWorks Training - LPC Counseling Part 1 - April 2012](#)

[DegreeWorks Training - LPC Counseling Part 2 - April 2012](#)

Web for Faculty documentation is available in CLASS-Web at the top of the Faculty & Staff Menu.

[CollegeNet - R25 Scheduling Software](#)

[BossCars](#)

[Chabot CurricUNET Training Part 1 - February 2012](#)

[Chabot CurricUNET Training Part 2 - February 2012](#)

[Las Positas CurricUNET Training - February 2012](#)