Accessing Forms

Using the Go To field Follow these steps to access a form using the **Go To** field.

Step	Action
1	Access the SCT Banner main menu.
2	Click in the **Go To** field.
3	Type the form's seven-character code.
4	Press Enter.

Using the hierarchical menu Follow these steps to access a form using the hierarchical menu.

Step	Action
1	Access the SCT Banner main menu.
2	Choose which SCT Banner product module you wish to access. Examples: Student, Advancement, Finance, Human Resources, Financial Aid, General
3	Double-click the product module's folder to expand it.
4	Double-click the folder which contains the form you wish to access. Note: You may need to repeat this process, depending on the location of the form.
5	Double-click the form name to open it.

Using the Site Map Follow these steps to access a form using the Site Map.

Step	Action
1	Access the SCT Banner main menu.
2	Click the **Site Map** link.
3	Double-click the product menu you wish to access. Result: You will be taken to that location in the SCT Banner main menu.
4	Double-click the folder(s) to reach the desired form.
5	Double-click the form name to open it.