Spreadsheet Budgeting Using Banner 7

Job Aid: Logging into a Database

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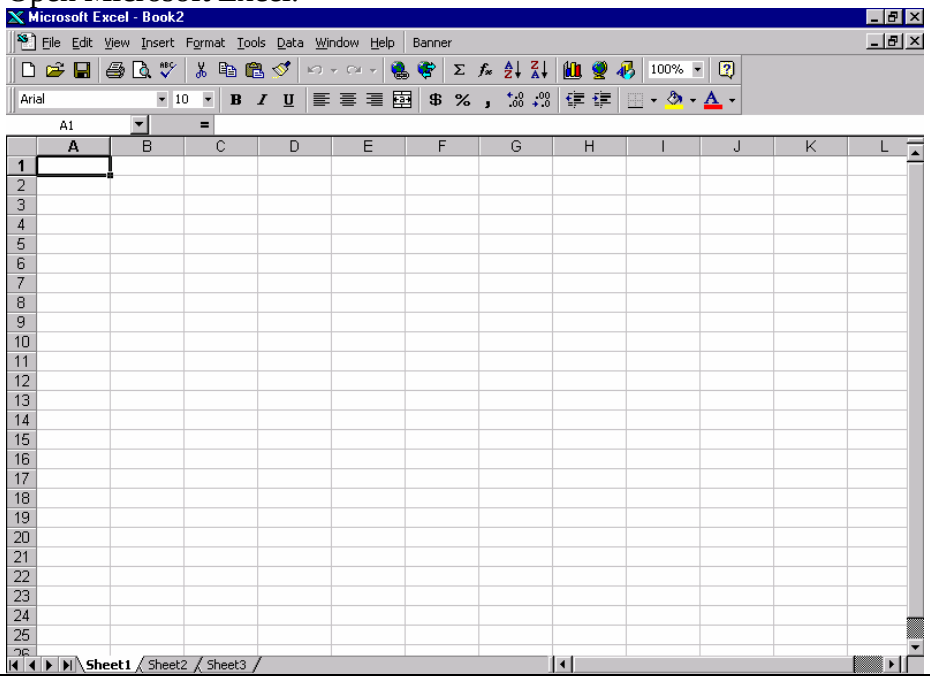
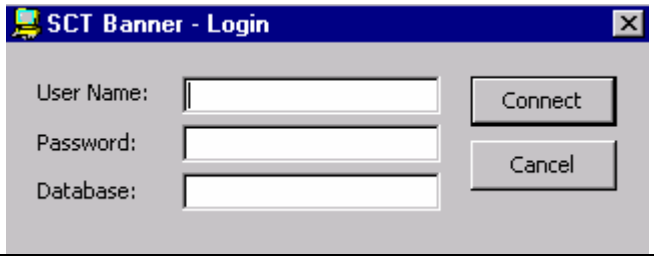
Procedure

Follow these steps to log into a database from Microsoft Excel.

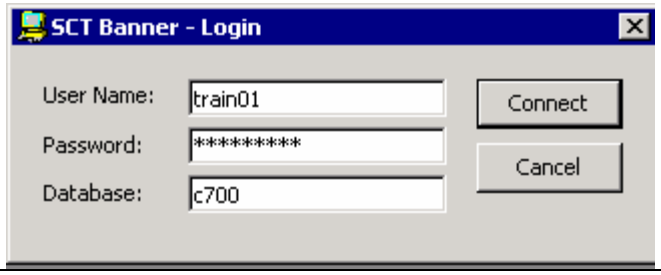
Note: Although you do not need to be logged into Banner in order to use Spreadsheet Budgeting, your computer must have access to a Banner database.

Step	Action
1	Open Microsoft Excel. 
2	Select Connect to Database from the **Banner** pull-down menu.

Procedure, continued

Step	Action
3	Enter your Oracle user ID in the **User Name** field. Example: train01 
4	Press Tab.
5	Enter your Oracle password in the **Password** field. Example: apassword Note: The password is coded for security purposes. You will not see your password; rather, you will see asterisks in place of the characters in your password.
6	Press Tab.
7	Enter the database instance with which you want to work in the **Database** field. Example: w600
8	Click the **Connect** button.
9	Now, we will repeat the process and connect to another database. Select Connect to Database from the **Banner** pull-down menu.

Procedure, continued

Step	Action
10	Enter your Oracle password in the **Password** field. Note: Since we just logged into a database, the auto-complete feature recalls the User Name and Database that we previously entered. Note that you will need to re-enter your password. 
11	Press Tab.
12	Delete the current database in the **Database** field.
13	Enter the database instance with which you want to work in the **Database** field.
14	Click the **Connect** button.