Spreadsheet Budgeting Using Banner 7
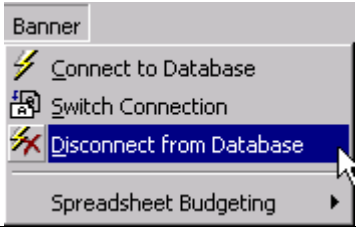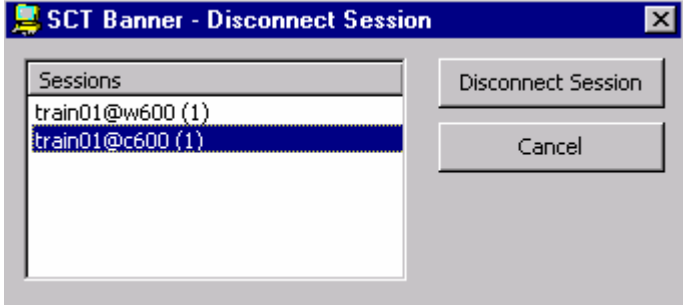
Job Aid: Logging Out of a Database

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Procedure

Follow these steps to log out of a database.

Note: If you are connected to multiple databases, you can choose which one(s) you would like to disconnect, while the others remain connected.

Step	Action
1	Select <u>Disconnect from Database</u> from the Banner pull-down menu.
2	Choose the connection(s) that you want to disconnect.
3	Click the **Disconnect Session** button.