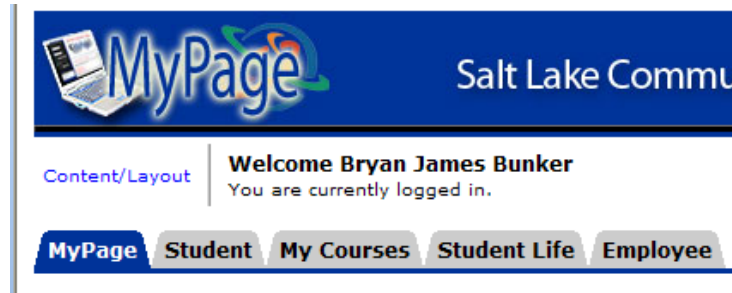


JPI Installation

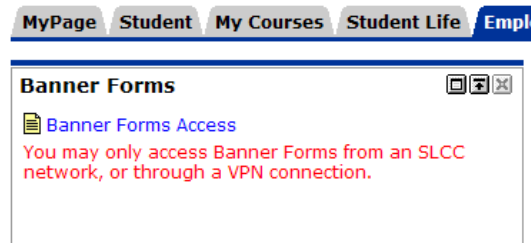
Step 1:

Log into MyPage and click the 'Employee' tab.



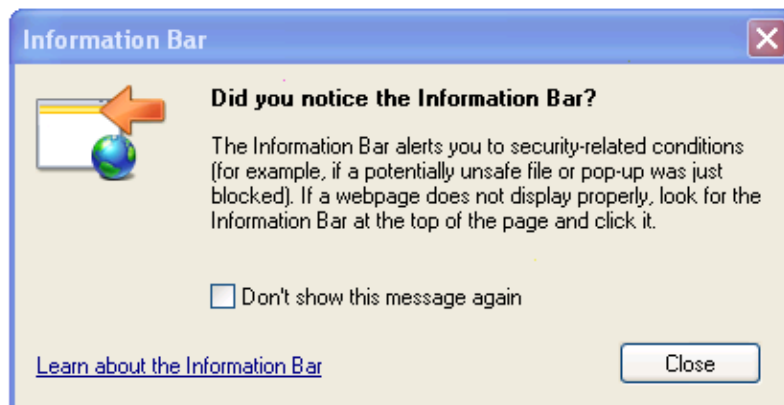
Step 2:

Click the 'Banner Forms Access' link.



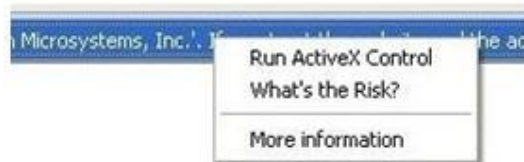
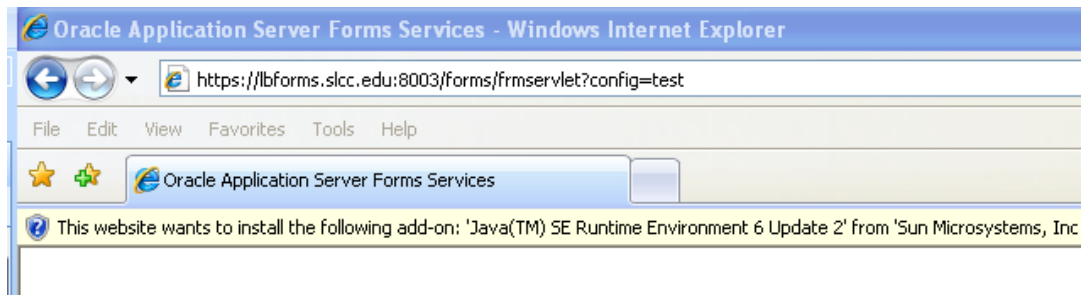
Step 3:

If the following dialogue box displays in your browser window, click close.



Step 4:

Click within the yellow dialogue strip (Information Bar) that has appeared at the top of your browser window. Select 'Run ActiveX Control' from the drop down menu that appears after you click.



Step 5:

If you do not have the correct version of Java installed you will see the following dialogue box. Click 'Install'.

If you receive a different dialogue box proceed to step 8.

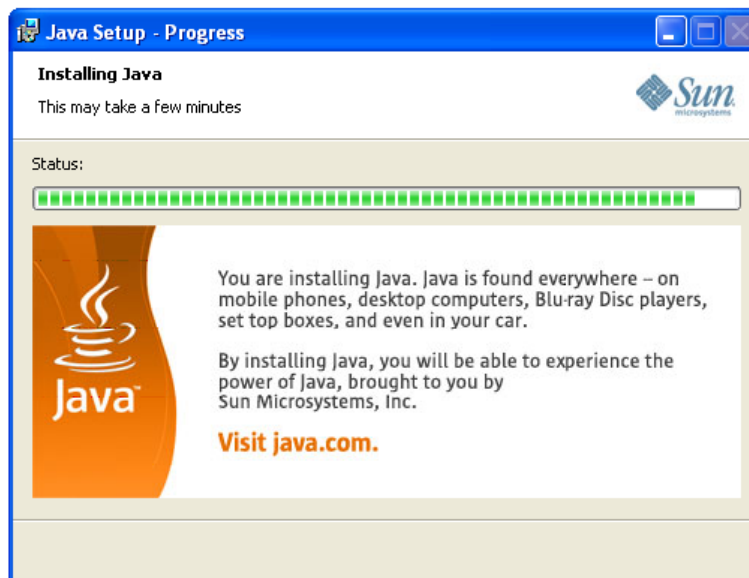


Step 6:

Select 'Accept' to begin Java Installation

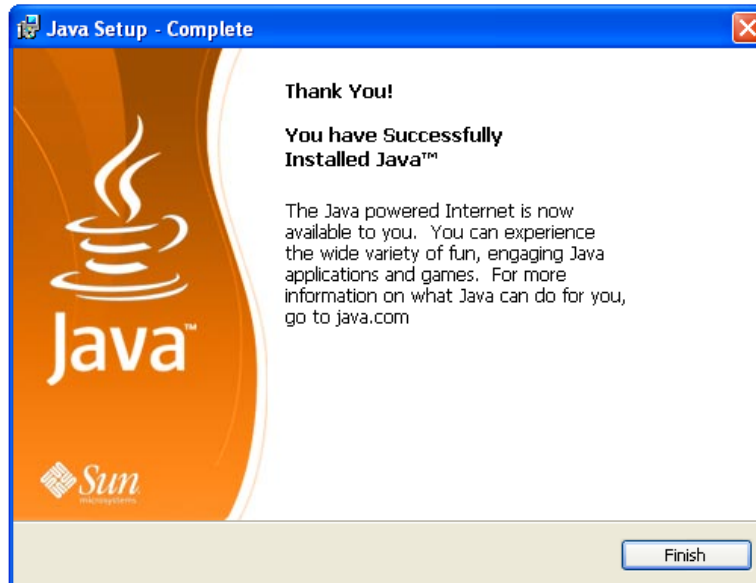


Installation of Java will now proceed and may take several minutes.



Step 7:

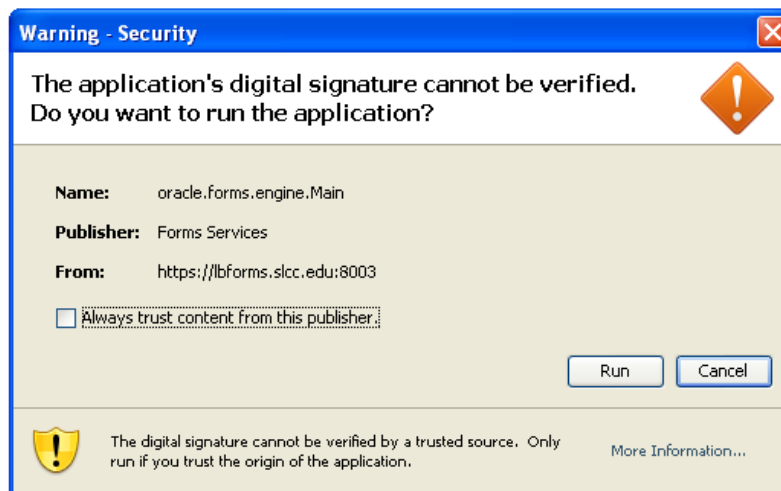
When Java installation is complete, click the 'Finish' button



Step 8:

If you receive the following dialogue box, place a check in the checkbox 'Always trust content from this publisher'. Then click 'Run'.

If you do not receive the following dialogue box and your browser window remains blank, close and restart your browser. Once your browser has restarted log into My Page, navigate to the 'Employee' tab and click the 'Banner Forms' link again. You should now receive the following dialogue box. Place a check in the checkbox 'Always trust content from this publisher'. Then click 'Run'.



Step 9:

You will now receive a Banner login window. Log in using your username, password, and 'slcc' as the database.



A screenshot of a Banner Logon dialog box. The dialog has a blue title bar with the text "Logon" and a close button. It contains three text input fields: "Username:" with the value "J-user", "Password:" with the value "*****", and "Database:" with the value "slcc". Below the fields are two buttons: "Connect" and "Cancel".

Username:	J-user
Password:	*****
Database:	slcc