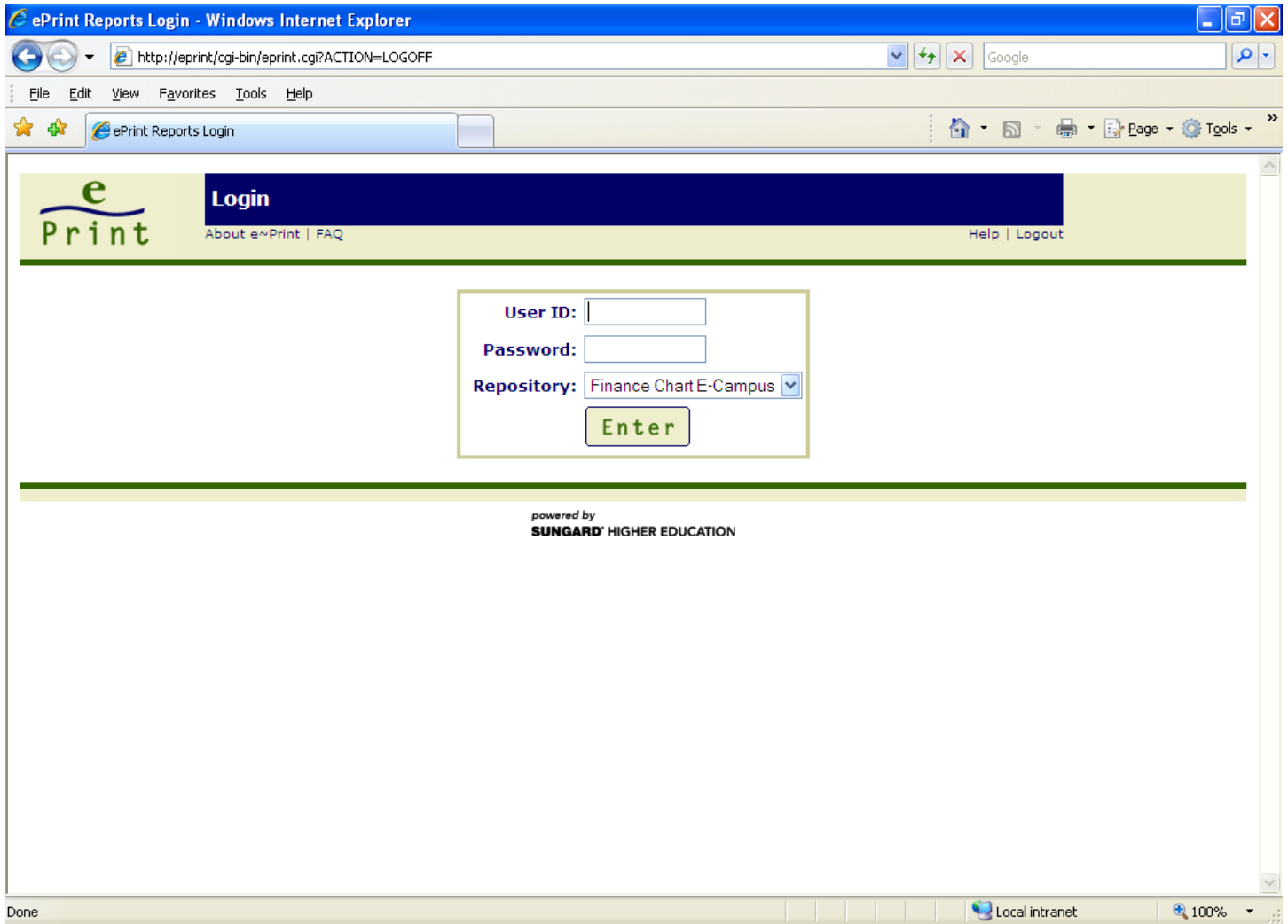


Banner e~Print Login Procedure

Before you can login to e~Print, you will need to create your Banner INB password. To do this, follow the instructions in the Banner INB Login Procedure document.

Once you have your Banner INB password, go to the following website: <http://eprint.etsu.edu/>

This is the e~Print Login page. Enter your User ID and the password you created at the INB site.



The screenshot shows a Windows Internet Explorer browser window titled "ePrint Reports Login". The address bar contains the URL "http://eprint/cgi-bin/eprint.cgi?ACTION=LOGOFF". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows a search engine dropdown set to "Google". The page content features the "ePrint" logo on the left and a "Login" header on the right. Below the header, there are links for "About e~Print | FAQ" and "Help | Logout". The main login area contains three input fields: "User ID:", "Password:", and "Repository:". The "Repository" dropdown menu is currently set to "Finance Chart E-Campus". Below these fields is a green "Enter" button. At the bottom of the page, it says "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

ePrint Reports Login - Windows Internet Explorer

http://eprint/cgi-bin/eprint.cgi?ACTION=LOGOFF

File Edit View Favorites Tools Help

ePrint Reports Login

ePrint Login

About e~Print | FAQ Help | Logout

User ID:

Password:

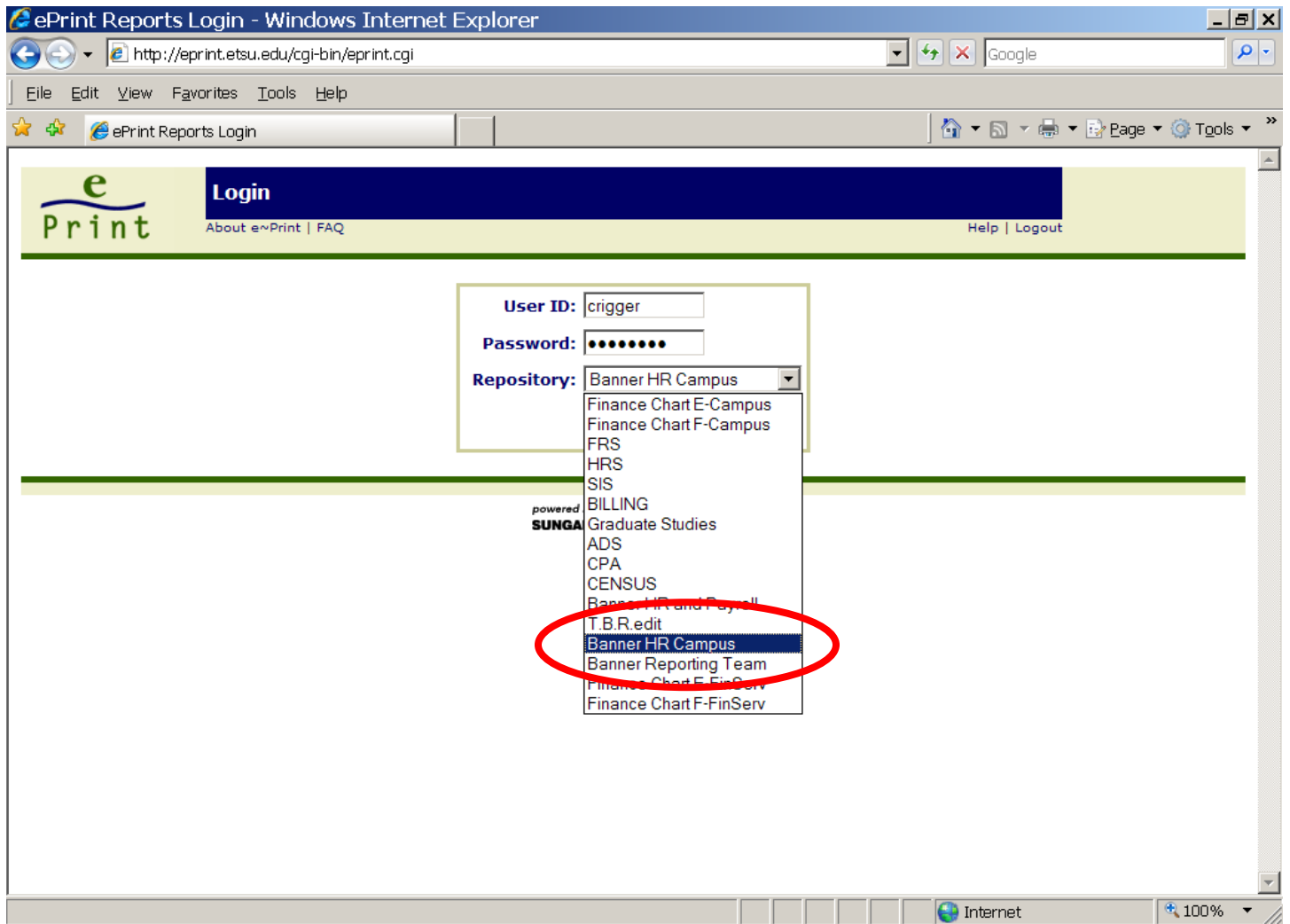
Repository: Finance Chart E-Campus

Enter

powered by
SUNGARD HIGHER EDUCATION

Done Local intranet 100%

You will now have to select an e~Print Repository. To access human resources reports, select the **Banner HR Campus** repository as shown below, then click “Enter”.



The Labor Distribution (NHRDIST), Budget (NZRBD03) and Leave Liability (PERLEAV) reports are displayed after you have successfully logged on to e~Print.

Click on the PDF or TEXT icons to view the reports. You will need to click on the Drill Icon to access reports for a previous month in the fiscal year.

	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
PDF TEXT	NHRDIST	Orgn Payroll Distribution	Wed Jun 30, 2010 06:00am
PDF TEXT	NZRBD03	Proposed Salary and Wages	Fri Jul 09, 2010 09:29am
PDF TEXT	PERLEAV	Leave Liability Report	Wed Jun 30, 2010 06:08am