# **It’s On Blue Training**

# **Banner Quick Reference Documentation**

## Overview: [www.indstate.edu/itsonblue](http://www.indstate.edu/itsonblue)

For Fall 2015, students required to complete the It’s On Blue Training must meet all of the following criteria:

* Undergraduate
* Degree-seeking
* Main “role” within the university is a student (excludes faculty and staff)

Failure to complete the training will result in a registration hold (T9-It’s on Blue Required Training)

## How to look up your student in Banner

SEADETL: Identifies who is required to take the It’s On Blue Training by individual student

**To look up student:**

* ID: key the student id into this field {Tab}
* Term: key the current term (201505 for Fall 2015) {Ctrl+PageDown or Next Block }



IF **Goal** Code = **1001**, student is required to complete the It’s On Blue Training Fall 2015

IF Goal Code = anything other than 1001, student is not required to complete the It’s On Blue Training Fall 2015

IF **Result** Code = **CA** (Completed-alternative training), **CO** (Completed), or **EX** (Exemption-not required), student has completed the training and a T9 registration **hold WILL NOT** be placed on their account.

IF **Result** Code = **Blank** and Goal Code = 1001, student **HAS NOT completed** training and a T9 registration **hold WILL** be placed on their account.

If training has not been completed, training is accessed by logging into: <https://www.campusclarity.com/signup>

For It’s On Blue questions, please contact itsonblue@mail.indstate.edu; 812-237-8954

For Banner questions, please contact ISU-ORR@mail.indstate.edu; 812-237-2020