**Financial Advisor Channel**

**Banner Version 8.1**

**Screen-by-screen instructions to access the Banner Self-Service system.**

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| 1. The Financial Advisor Channel is part of the Banner Self-Service system. You will need to use Atlas to access this channel. Please enter <http://valenciacc.edu> in the url and press the enter key. Now select Atlas login. |  |
| 1. Enter your user name, Atlas PIN and press the Log in button. |  |
| 1. Click on the Budgeting Tab. |  |

**Financial Advisor Channel Cont’d**

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| 1. The Financial Advisor channel is under the Banner Messages channel on the Budgeting tab. |  |
| 1. Click on the edit button. |  |

**Financial Advisor Channel Cont’d**

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| 1. The Financial Advisor Preferences will open up. You can add up to five (5) organizations for a quick reference. You can choose from nine (9) different colors to display the Adjusted Budget and YTD Activity/Commitments. Enter V for the COA and your Orgn code. Click Apply. Then click back. **You must have access to the Org’s to view them.** |  |
| 1. You will now see the graph and the summary of your organizations. |  |