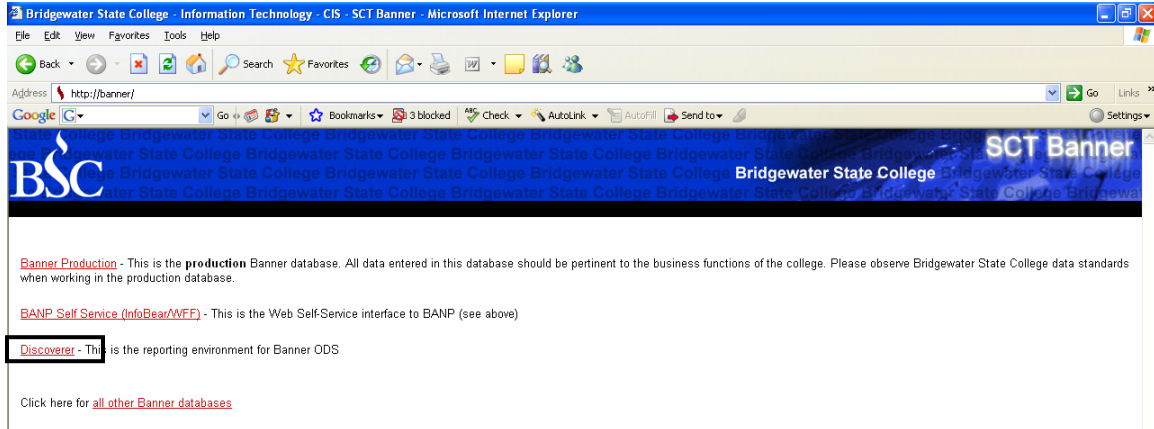


How to Log into Discoverer for the First Time

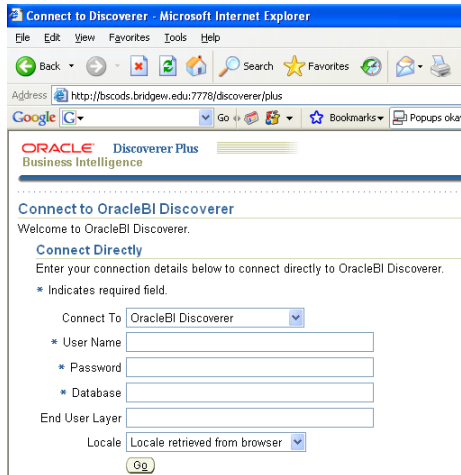
Oracle Discoverer is a reporting tool that people can use to get data out of Banner. It is primarily used for displaying lists of data such as students or courses. This document will show you how to log into Discoverer for the first time and reset your password.

Logging into Discoverer for the first time

To log into Discoverer, open your web browser and type Banner in the address bar. This will bring you to the Banner Links page as displayed below.



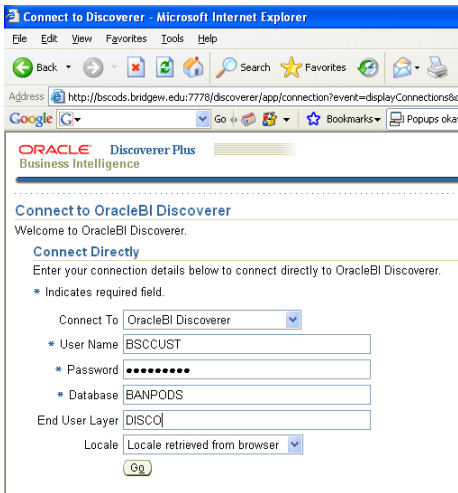
Click on Discoverer. Another window should pop up as displayed below:



When you get to the login screen, enter your Discoverer username, password and information about the database.

User Name: [Your username]
Password: [Your password]
Database: BANPODS
End User Layer: DISCO

Click **Go**.



Please note:

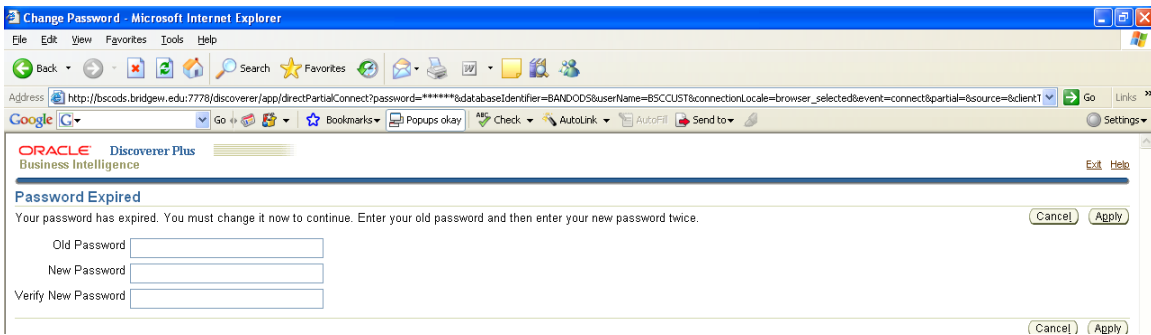
The first time you log in, Discoverer could take a few minutes to load. You may see a message at the top of the screen, such as the one shown below. Click on the message to install j2re.exe if prompted.

**This site may require the following ActiveX control: j2re.exe from 'Sun Microsystems, Inc.'.
Click here to install**

Also, if asked to install the j2re.exe program, accept the license agreement and follow the install wizard steps for a typical install. When the installation is finished, you may get a security warning message asking if you should trust the applet distributed by the Oracle Corporation. Click Always.

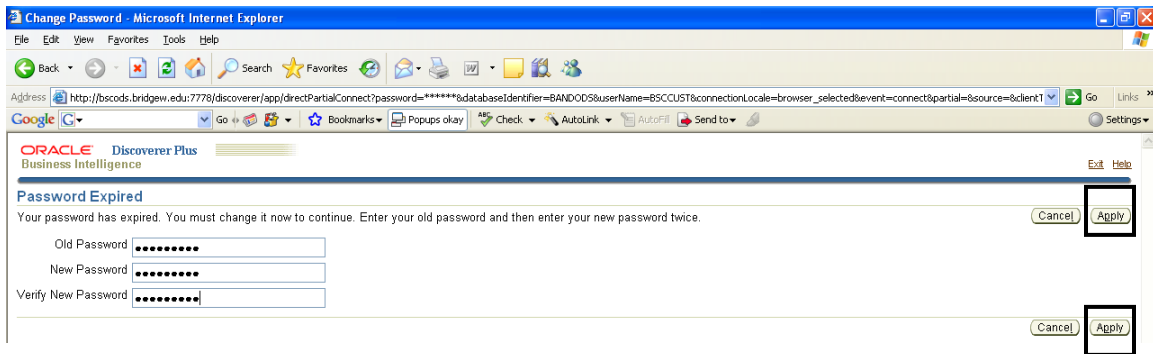
If it takes over 2 minutes for the screen to load and it is blank, please contact banner@bridgew.edu. You may need additional software installed on your computer to use Discoverer.

Once you successfully log into Discoverer, you should see a screen similar to the one shown below:

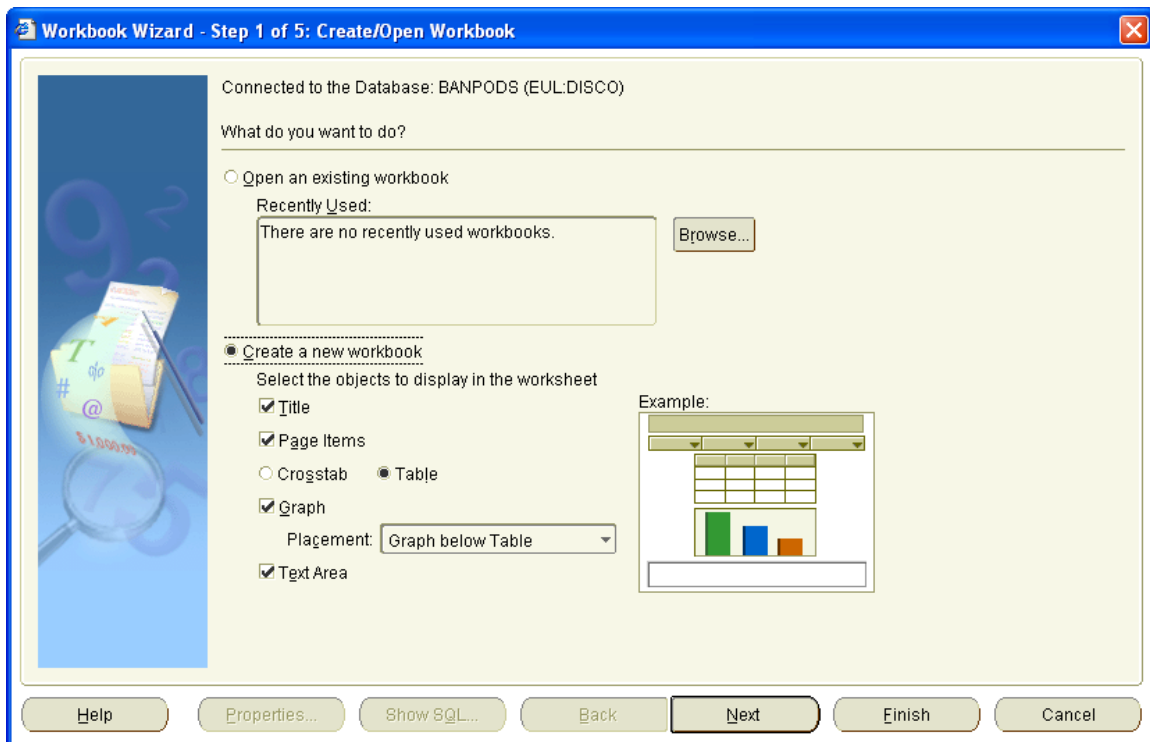


The first time that you log in, your password will expire. This is to give you an opportunity to create your own password. At the prompt, enter your old password and a new password. Then, retype your new password to verify.

Click **Apply** for the changes to take effect.



You will now be logged into Oracle Discoverer. Upon login, the Workbook Wizard screen will come up. You can choose to open/create reports through this wizard or to close it and open or create them through the main menu.



You have now logged into Discoverer for the first time successfully. Please refer to the other Discoverer training documents for help with running and/or creating reports.