How do I link an Imaging document using Banner?

Tell Me

Linking can be performed using the Perceptive Content client and Banner

1. Log in to Banner
   a. Go to banner.uncc.edu
   b. Click the BANPROD link

2. Enter your NinerNET credentials and click the Log In

3. Enter the form name you need link data from Banner, such as SPAIDEN or PPAIDEN

4. Enter the UNC Charlotte ID (800#) of the person’s information you are processing and click the Go button

5. The following information will be displayed on the screen, as shown below:
6. Log in to Perceptive Content client
   
   a. Open Perceptive Content client by double clicking on Perceptive Content icon from your desktop, taskbar system tray, or Windows start menu

![Perceptive Content Icon](image)

   b. Enter your NinerNET credentials

   c. Click the Connect

![Perceptive Content Connection](image)

7. Open the document for processing

   a. Click on Workflow menu from the Perceptive Content toolbar

![Perceptive Content Workflow](image)

   b. Click on the appropriate processing queue from Workflow Views

![Perceptive Content Workflow Queue](image)

   c. Double click on the document from the grid

8. Click the key icon beside the Application Plan

   a. The information will populate from Banner into the imaging system (e.g. Student ID and Student Name)
Related FAQs

- Where do I begin with the Tuition Waiver process?
- Help With Tuition Waivers
- How do I access a transcript of the CTL workshops I have attended?