

To All Banner INB users:

Our current Verisign Security Certificate is expiring this month. This certificate provides secure access to our Banner INB environment. The new version of this certificate requires that we upgrade a file on all local workstations that run Banner INB. The new certificate file will be accessible to all via a link on the Banner Application Instances web page right above the PROD link.

Perform the following to install the necessary file on your office workstation:

- Open the Banner Application Instances web page and click the ("New Certificate") Link which is above the PROD link. You will see a dialog box containing a security warning. Please click the RUN button.
- The next dialog prompt will offer another RUN button, please click to continue.
- Another dialog box will appear. This is the interface created to place the file in the correct location for you. CLICK INSTALL.
- Once the installation is complete, which should only take a minute or less, click the FINISH button. You may now launch Banner INB from the PROD link. This installation need only be performed once.

If you receive an error message when attempting to launch Banner INB please contact the Helpdesk 215-496-**6000 Option #1**. If you encounter other problems or need assistance, again please contact the Helpdesk (6000) Option #1. Please state that you are experiencing "**problems installing the new security certificate for Banner**".

Thank you
Information Technology Services
215-751-8060