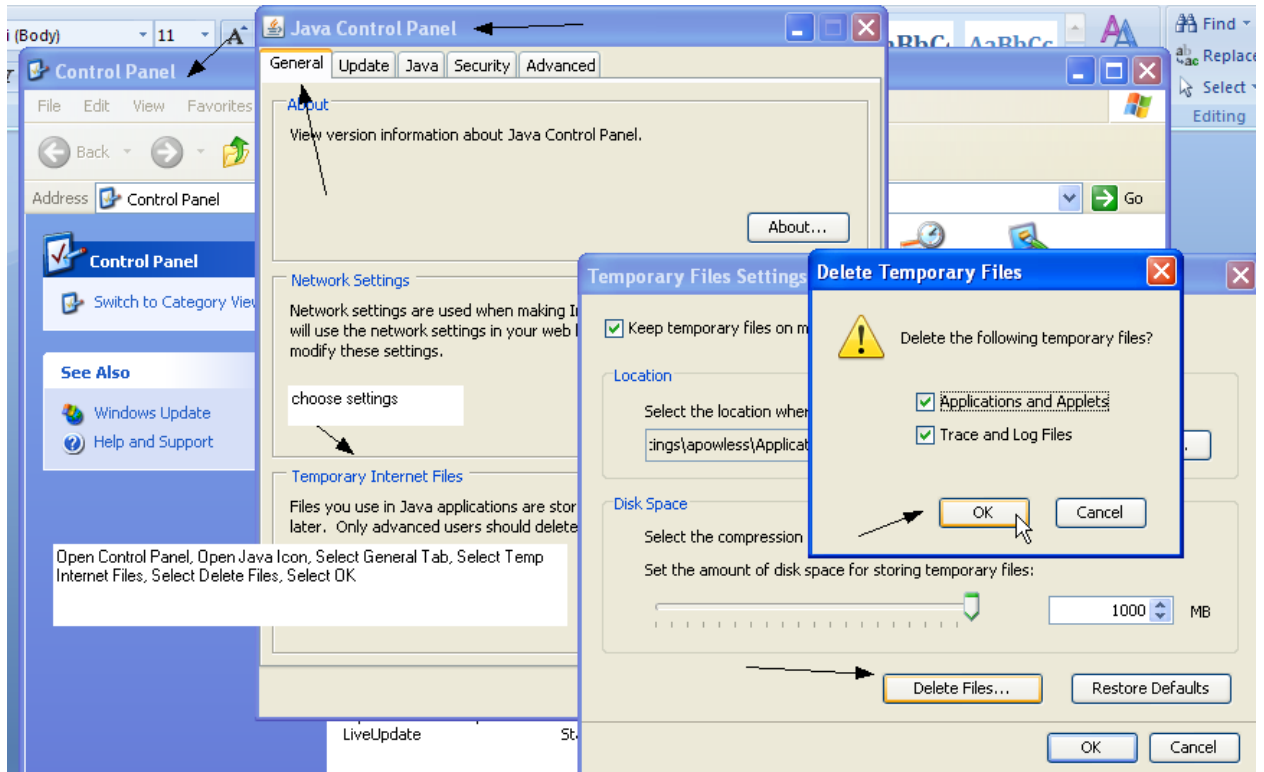


Matrix Install Guide

Most users should only have to install the activex as requested when logging into matrix.memphis.edu

- 1) In control panel clear the java



- 2) Go to spectrum.memphis.edu
- 3) Click on Finance Tab
- 4) Install java from their link

Spectrum - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://myspectrum.memphis.edu/cp/tag.cd111b607676749.render.userLayoutRootNode.uP?>

Home eCampus Resources Employee Finance

Finance - Banner Self-Service

Download the java from here and install

[Fina](#)

[Fina](#)

Banner INB

Note: As of December 17, 2008, if you use your home computer, a laptop, or other mobile device to access Internet Native Banner (INB) or restricted University data, you will need to use the VPN. [Need help?](#)

Banner INB Users (in new browser window)

Note: If you receive the error message "WEB Client Version too old" you must clear the workstation's JAVA cache. Step-by-step instructions are [available here](#).

Note: Banner INB requires a Java plug-in (JPI). If this workstation does not have an installed version of the Java plug-in, you can download one using the following link:

[Download Java Plug-In](#)

e~Print (Update: May 2007)

- [Banner Advancement Repository](#)
- [Banner Foundation Repository](#)
- [Banner Finance Repository](#)
- [Banner Student Repository](#)
- [Banner Financial Aid Repository](#)
- [Banner HR Repository](#)
- [HRS, SIS & FRS archives](#)

e~Print (Banner Test Repositories)

- [Advancement Test Repository](#)
- [Finance Test Repository](#)
- [Foundation Test Repository](#)
- [Student Test Repository](#)
- [Financial Aid Test Repository](#)
- [HR Test Repository](#)

Req's and PO's

- [Create a Purchase Order](#)
- [Check Available Balance](#)
- [Query/Edit/Create a Vendor](#)

6) Next in Internet Explorer go to memphis.edu

7) Clear all history, cookies, (in IE 7 also select temp files)

8) Next make sure *.memphis.edu is in trusted sites; you may also need to add *.matrix2.memphis.edu AND *.matrix.memphis.edu

