

Quick Reference Guide to Banner

| | Task | SSB | INB | e~Print |
|----|-----------------------------------|--|---|--|
| 1. | View student general information | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Student Information Menu Click on Select a Student Select a term Search for a student by BID or name Confirm your student selection; click Submit Use the Student Information, Student Address and Phones, and Student E-mail address links | <ul style="list-style-type: none"> Open the SOAIDNS form Enter s student’s BID, Last and/or First name. <u>Note: name is case sensitive</u> Hit F8 to run search If you have more than one match, scroll through the list. The personal and academic information will change dynamically as you go through the list Use the Rollback to search for another student | n/a |
| 2. | View/print class roster | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Summary Class List Select a term Click on Enter CRN Directly and enter the CRN for which you need a roster The roster should display at the bottom of the following screen | n/a | <ul style="list-style-type: none"> Open the SFRSLST report (PDF or TEXT) Use the Bookmarks panel or Find field to search for CRN |
| 3. | View student academic information | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Student Information Menu Click on Select a Student Select a term Search for a student by BID or name Confirm your student selection; click Submit Use the Student Information, Student Schedule, and Registration History links | <ul style="list-style-type: none"> You can use the SOAIDNS (see instructions under Task 1) or SGASTDN forms. Open the SGASTDN form In the key block, search for student by BID, Name, or SSN. Enter a term. Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn Use available tabs to access academic information | n/a |
| 4. | View student holds | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Student Information Menu Click on Select a Student Select a term Search for a student by BID or name Confirm your student selection; click Submit Select View Holds | <ul style="list-style-type: none"> Open the SOAHOLD form In the key block, search for student by BID, Name, or SSN. Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn | n/a |

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| 5. | View course enrollment | <ul style="list-style-type: none"> Select Faculty/Staff Services Click Look Up Classes Select a term and submit On the Student and Advisee ID Selection page, search for Sandy Student via her BID (B00557797) or name. Click Submit On the Faculty Student PIN page, enter her PIN (111111) and click Submit On the Look-Up Classes page, choose your department from the drop-down menu. When you click Class Search, the resulting output page can be printed. It can also be cut-and-pasted into Excel or Word. | <ul style="list-style-type: none"> Open the SSASECT form In the key block, enter a term and CRN Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn Select Options at the top Select Section Enrollment Info | <ul style="list-style-type: none"> Open the SSRTALY report (PDF or TEXT) Use the Bookmarks panel or Find field to search for CRN |
| 6. | View course restrictions | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Class Schedule Select a term Find your course using available search options Click on the course title and scroll to the bottom to the Restrictions section | <ul style="list-style-type: none"> Open the SSARRES form In the key block, enter a term and CRN Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn Use the Next Block icon to view all course restrictions (two per page) | n/a |
| 7. | View special approval | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Class Schedule Select a term Find your course using available search options Find the notes under the course title | <ul style="list-style-type: none"> Open the SSASECT form In the key block, enter a term and CRN Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn Locate the Special Approval field; check the indicator | n/a |
| 8. | View student schedule | <ul style="list-style-type: none"> Select Faculty/Staff Services Select Student Information Menu Click on Select a Student Select a term Search for a student by BID or name Confirm your student selection; click Submit Select Student Schedule | <ul style="list-style-type: none"> Open the SFASRPO form In the key block, search for student by BID, Name, or SSN. Enter a term Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn The student's schedule should be displayed at the bottom of the information block | n/a |

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| 9. | Grant registration overrides | n/a | <ul style="list-style-type: none"> • Open the SFASRPO form • In the key block, search for student by BID, Name, or SSN. Enter a term • Go to the information block by clicking the Next Block icon or pressing Ctrl+PgDwn • Under Permit enter an override code and hit Enter • Under CRN enter a CRN for which you need to grant the override and hit Enter • Save the changes on the form • Notify the student | n/a |