Banner 9 Navigation – Student Advisors

This document details step by step how to navigate in Banner 9 through two processes commonly used by Student Advisors. The methods shown are designed to be applied in a generic way to other Banner 9 pages (formally called forms in Banner 8).

**General Student (SGASTDN)**

From the Dashboard/Homepage in Banner 9, ensure "Search" is selected and begin to type the letters of either the page code or the page title if the page code is not known. The example below shows how the application searches automatically as you enter letters – by entering SGAS, we can see page options available and we select SGASTDN (note: scrollbar on the right shows more options).

This will bring up the SGASTDN key block *(see on next page)*
In the SGASTDN key block:

If you have their U Number handy, enter it into the “ID” field and click “Go”, alternatively, to locate the employee without having their U Number, 1) click the three dots “…” at the end of the ID field to open the Option List popup (shown below) and 2) click “Person Search”:

Once the Person Search Form (SOAIDEN) loads, 3) enter some of their details into the appropriate fields, here we are searching on a ‘fake’ student using their name: Mickey Mouse and 4) click “Go”

From the returned results, 5) double click within the selected student’s record / line:
Continued over page
... and you will be redirected to the SGASTDN page where the U Number will populate the ID field. 6) Click “Go” on the right-hand side of the page:

This loads the details for the student in SGASTDN as seen below. Note that the “Learner” section is shown first by default. To Advance to the next section (Curricula), 7a) click the Next Section down arrow (in grey) just above the “Record 1/2” in the page footer. Alternatively, 7b) click directly on the “Curricula” tab to the right of the “Learner” tab and that will also load the “Curricula” section.

Curricular section shown next page
The Curricular section loads. Note that in Banner 9, the Curriculum and Field of Study are now in separate sections stacked vertically. In Banner 8 they were presented as two separate tabs under the Curricular tab:

Banner 8 comparison:

New Banner 9 configuration:

Next page: SGASTDQ
General Student Summary (SGASTDQ)

From the Dashboard/Homepage in Banner 9, type SGASTDQ and click “Go” or hit the “Enter” key on the keyboard. The SGASTDQ Key-Block will load. As we were already working with Mr. Mouse, his U Number will auto-populate the “ID” field. In some cases, Banner will jump directly to the detail page shown directly beneath the below Key-Block image, but if not, 1) click “Go” on the right-hand side of the page.

Here is the detail within the General Student Summary page:

End of document.