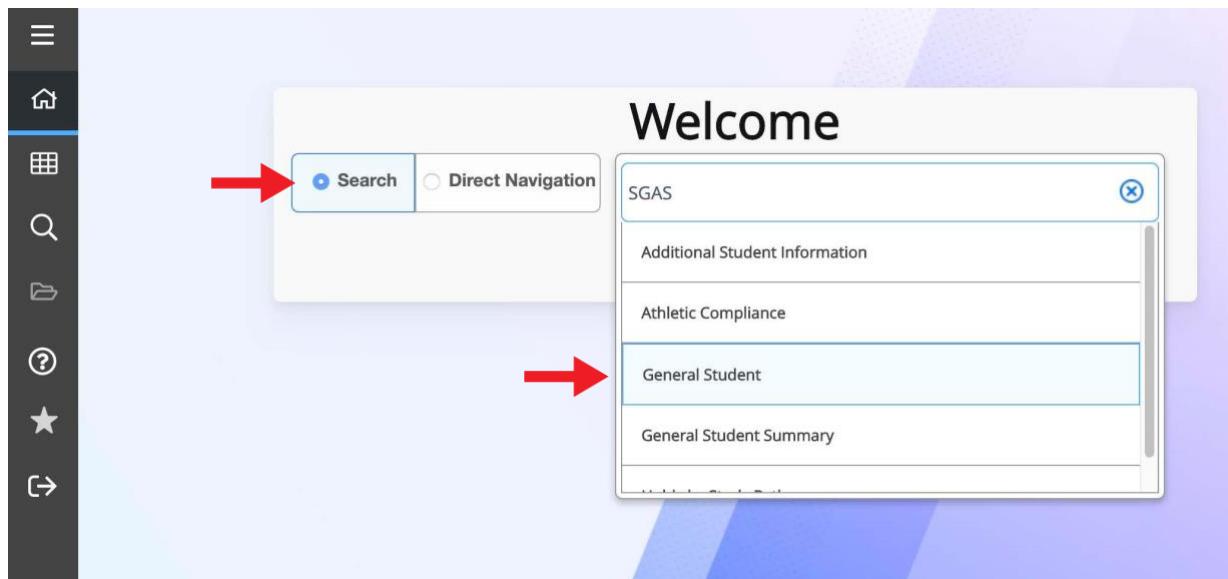


## Banner 9 Navigation – Student Advisors

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)

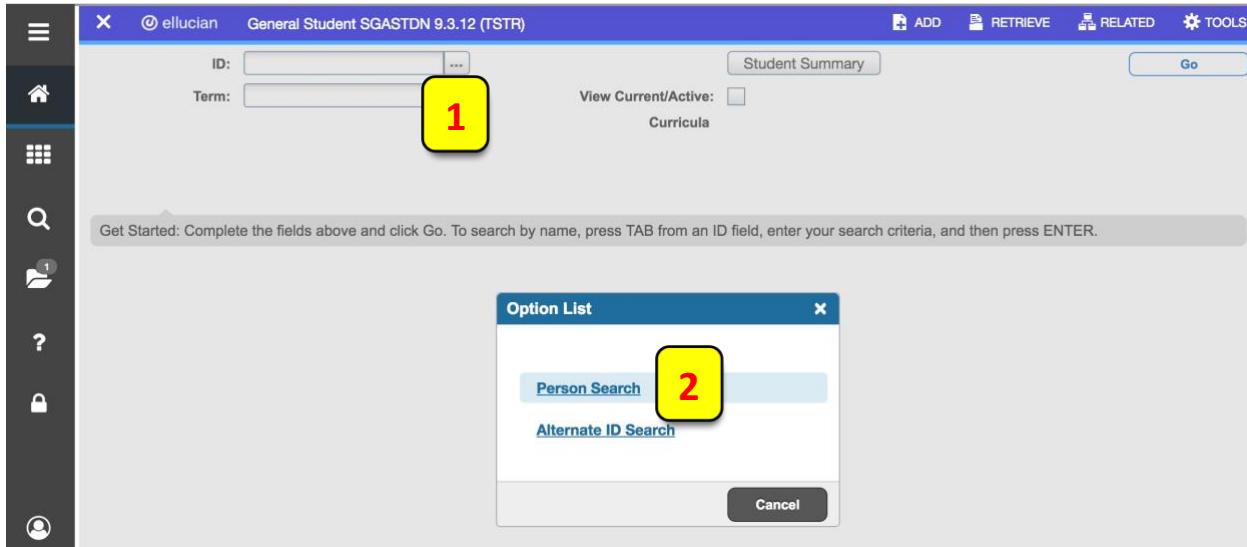
From the Dashboard/Homepage in Banner 9, ensure "Search" is selected and begin to type the letters of either the page code or the page title if the page code is not known. The example below shows how the application searches automatically as you enter letters – by entering SGAS, we can see page options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



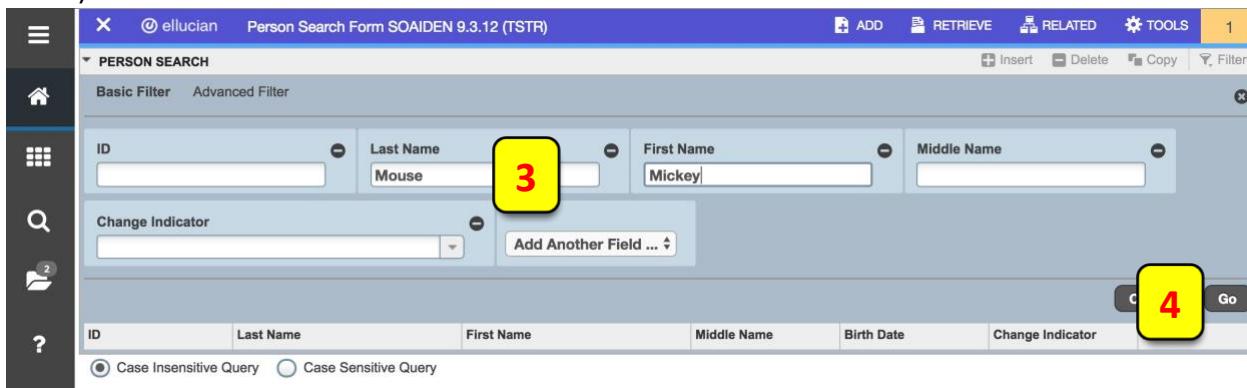
This will bring up the SGASTDN key block (*see on next page*)

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:

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix
U00470273	Mouse	Mickey		10-APR		
U01522719	Mouse	Mickey		01-JAN		
U00614686	mouse	mickey		24-MAR		mr

*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:

ellucian General Student SGASTDN 9.3.12 (TSTR)

ID: U01522719 ... Student Summary

Term: [ ] View Current/Active: [ ] Curricula

Curricula

**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.

ellucian General Student SGASTDN 9.3.12 (TSTR)

ID: U01522719 Mouse ... Term: View Current/Active Curricula: [ ] Start Over

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER

From Term 201870 To Term 999999

New Term 201870 ... Fall 2018 Residence N ... In State (New York) Student Centric [ ] ... Cycle

Student Status AS ... Active Fee Assessment [ ] ... Rate

Full or Part Time [ ] Full Time [ ] Part Time [ ] None

Student Type F ... First Time Class FR Freshmen

Additional Information

Site [ ] ... Block [ ] ... Session [ ] ... Citizenship Y U.S.Citizen

Record 1 of 2 Per Page

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key
1	201870	Basic Accounting	201870	Undergraduate	New York City	Adult & Continuing E...	Pre Baccalaurea...		

Record 1 of 1

Field of Study Summary

Attached to Major Details					
Priority	Term	Type	Field of Study	Department	Attached to Major
1	201870	Major	Accounting	Adult and Continuing Education	

Record 1 of 1

Activity Date 17-Oct-2018 02:47:07 PM Activity User JHURLEY\_TMP

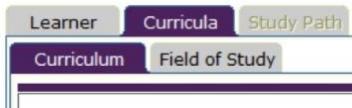
Record: 1/2 SGBSTDN.SGBSTDN\_TERM\_CODE\_EF... ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

*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:

The screenshot shows the General Student SGASTDN 9.3.12 (TSTR) page. The top navigation bar includes 'Learner', 'Curricula', 'Study Path', 'Curriculum', and 'Field of Study'. The main content area is titled 'General Student SGASTDN 9.3.12 (TSTR)' with the ID U01522719 and term 201870. It displays 'Current/Active Curricula' and 'Curriculum / Field of Study' sections. The 'Curriculum' section shows a table with columns: Current, Activity, Key Sequence, Term, Term Description, End Term, and End Term Description. One row is selected with 'ACTIVE' in the Activity column and '99 201870 Fall 2018' in the Term and Term Description columns. The 'Status Details' section shows program AE-CTF-ACC, level 01, and campus 1. The 'Field of Study' section shows a table with columns: Current, Activity, Status, Term, Type, Type Description, Priority, and Catalog. One row is selected with 'ACTIVE' in the Activity column and 'INPROGRESS' in the Status column. The 'Field of Study' table shows a row for 'ACC' in the Field of Study column and 'Accounting' in the Type Description column. The bottom of the page shows activity date 17-Oct-2018 02:47:07 PM, activity user JHURLEY\_TMP, and a save button.

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.

1

ellucian General Student Summary SGASTDQ 9.3.9 (TSTR)

ID: U01522719 ...  
Mouse, Mickey

Campus: ...  
Degree: ...  
Program: ...  
Field of Study Code: ...

Level: ...  
College: ...  
Term: 201870  
Field of Study Type: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Here is the detail within the *General Student Summary* page:

ID: U01522719 Mouse, Mickey Level: Campus: College: Degree: Term: 201870 Program: Field of Study Type: Start Over

Field of Study Code:

**STUDENT SUMMARY**

From Term	To Term	Student Status	Student Type	Residence	Academic Standing Code	Academic
201870	999999	AS	F	N		
201770	201870	AS	F	N		

10 Per Page Record 1 of 2

**CURRICULA SUMMARY - PRIMARY**

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key
1	201870	Basic Accounting	201870	Undergraduate	New York City	Adult & Continuing E...	Pre Baccalaurea...		

10 Per Page Record 1 of 1

**FIELD OF STUDY SUMMARY**

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201870	Major	Accounting	Adult and Continuing Education	

3 Per Page Record 1 of 1

RE... Record: 1/2 SGBSTDN.SGBSTDN\_TERM\_CODE\_EF... SAVE ©2000 - 2018 Ellucian. All rights reserved. ellucian.

End of document.