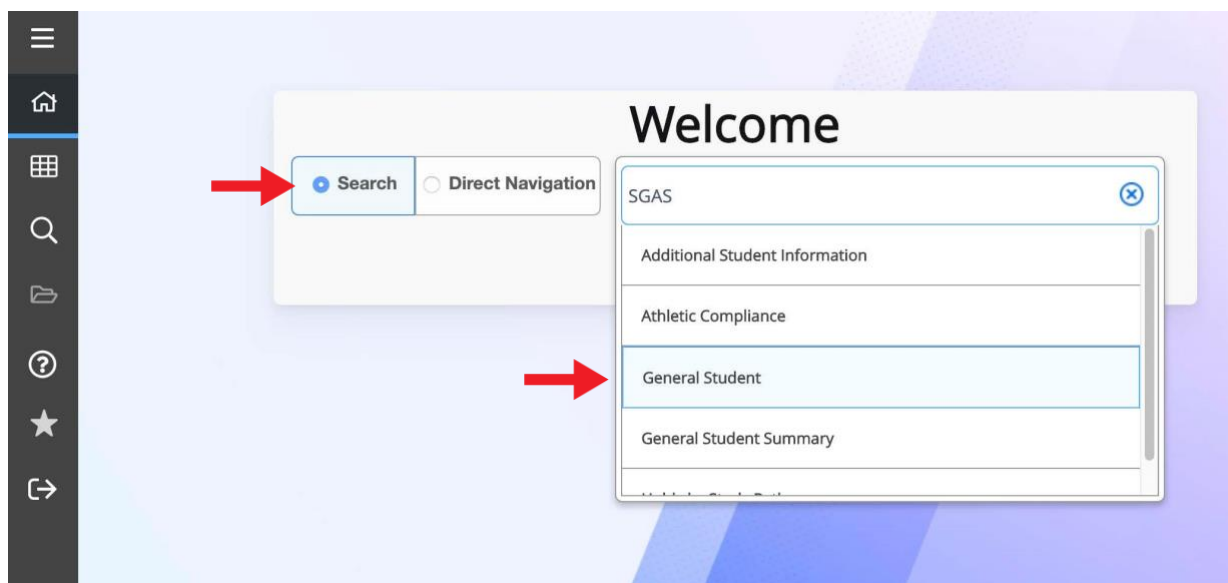


## Banner 9 Navigation – Student Advisors

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/Hompage 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":

ellucian General Student SGASTDN 9.3.12 (TSTR)

ID:  Term:  View Current/Active: ☐ Curricula

Student Summary

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.

Option List

[Person Search](#) [Alternate ID 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"

ellucian Person Search Form SOAIDEN 9.3.12 (TSTR)

PERSON SEARCH

Basic Filter Advanced Filter

ID  Last Name  First Name  Middle Name

Change Indicator  Add Another Field ...

| ID | Last Name | First Name | Middle Name | Birth Date | Change Indicator |
|----|-----------|------------|-------------|------------|------------------|
|    |           |            |             |            |                  |

☒ Case Insensitive Query ☐ Case Sensitive Query

From the returned results, 5) double click within the selected student's record / line:

ellucian Person Search Form SOAIDEN 9.3.12 (TSTR)

PERSON SEARCH

Active filters: Last Name : Mouse First Name : Mickey Clear All Filter Again

| 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     |

Record 2 of 3

☒ Case Insensitive Query ☐ Case Sensitive Query

*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) ADD RETRIEVE RELATED TOOLS

ID: U01522719 Student Summary 6 Go

Mouse, Mickey

Term: View Current/Active: 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) ADD RETRIEVE RELATED TOOLS

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

**7b** 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

**7a** 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 SAVE

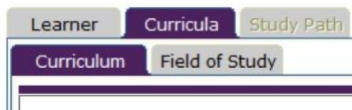
Record: 1/2 SGBSTDN.SGBSTDN\_TERM\_CODE\_EF... ©2000 - 2018 Ellucian. All rights reserved. ellucian.

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:

General Student SGASTDN 9.3.12 (TSTR)

ID: U01522719 Mouse, Mickey Term: 201870 View Current/Active Curricula: ☐ Start Over

**Curriculum / Field of Study**

**CURRICULUM**

Replace Update Duplicate Roll to Outcome Apply to Graduate

| Current                             | Activity | Key Sequence | Term   | Term Description | End Term | End Term Description |
|-------------------------------------|----------|--------------|--------|------------------|----------|----------------------|
| <input checked="" type="checkbox"/> | ACTIVE   | 99           | 201870 | Fall 2018        |          |                      |

1 of 3 1 Per Page Record 1 of 3

**Curriculum Status Details**

|         |            |     |                  |            |     |     |                               |
|---------|------------|-----|------------------|------------|-----|-----|-------------------------------|
| Program | AE-CTF-ACC | ... | Basic Accounting | College    | AE  | ... | Adult & Continuing Education  |
| Level   | 01         | ... | Undergraduate    | Degree     | CTF | ... | Pre Baccalaureate Certificate |
| Campus  | 1          | ... | New York City    | Start Date |     |     | End Date                      |

**FIELD OF STUDY**

Attached Concentrations Inactivate

| Current                             | Activity | Status     | Term   | Type  | Type Description | Priority | Catalog |
|-------------------------------------|----------|------------|--------|-------|------------------|----------|---------|
| <input checked="" type="checkbox"/> | ACTIVE   | INPROGRESS | 201870 | MAJOR | Major            | 1        | 201870  |

**Field of Study**

|                   |     |     |                                |                                 |  |
|-------------------|-----|-----|--------------------------------|---------------------------------|--|
| Field of Study    | ACC | ... | Accounting                     | Start Date                      |  |
| Department        | ACE | ... | Adult and Continuing Education | End Date                        |  |
| Attached to Major |     | ... |                                | <input type="checkbox"/> Rolled |  |
| Full or Part Time |     | ... |                                |                                 |  |

1 of 1 3 Per Page Record 1 of 1

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

EDIT Record: 1/3 SORLCUR.SORLCUR\_CACT\_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

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

**General Student Summary SGASTDQ 9.3.9 (TSTR)**

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         |                        |          |

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... |     |             |

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

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

End of document.