Banner SSB

Advising, Rosters, and Grades

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Introduction

The intention of this tutorial is to help you become familiar and comfortable with Banner SSB aka Banner Web. Self Service Banner (SSB), is the portal for Students, Instructors, and Advisors to view various types of information such as Grades, Degree Evaluations, Transcripts, and Class Schedules.

*NOTE:* Various Banner Modules will be updated gradually until the complete switch to Banner 9 on January 1, 2018. While every attempt will be made to keep this guide up to date some of the screenshots may not be reflective of what Faculty/Staff currently sees.

Objectives

The following objectives are covered in this document:

- Know how to access Banner
- Configure your Banner App in MyABAC
- Having the ability to update Personal Information and how to reset your pin
- Know how to view your Faculty Schedule
- Know how to view and print your Class Roster
- Know how to input student grades
- Know how to access student contact info
- Know how to run a degree evaluation report
- Know how to review class offerings
- Know how to log off and secure your account

Prerequisites

The following list any requirements that are needed before you begin this training guide.

- Have a Computer with Chrome or Firefox installed
- Set up your MyABAC Account (Recommended)
First Time Access to Banner SSB

To access Banner SSB for the first time start at the ABAC homepage www.abac.edu. Click the Link for MyABAC in the upper right-hand corner.

![ABAC Homepage Highlight MyABAC Link](image1)

This page will send you a new page where you will find resources for ABAC. Scroll down the page until you see the badge for Banner. Click the BANNER BADGE.

![MyABAC Resources Highlight Banner badge](image2)

A new tab will open where you will finally click the link ENTER SECURE AREA.

![Banner Splash Page](image3)
You are now at the login screen where you need to enter your credentials. Your **USER ID** is your 918 number and your initial **PIN** is your 6-digit birthday (MMDDYY). Then click **LOGIN**

![Login Screen](image)

**Figure 4- Login Screen Highlight Credentials, Login**

You will be asked to change your pin on the next screen. You must use a 6-digit numerical pin.

![Change PIN](image)

**Figure 5- Change PIN**

When you have successfully changed your Pin, you will be asked to accept the terms of use.

![Terms of Use](image)

**Figure 6- Click Continue to accept Terms of Use**
Next, there is a short survey from the Board of Regents. Please take the time to submit your response and click **CONTINUE** or click **ASK ME LATER**.

![Figure 7- Board of Regents Survey](image)

The final step in your initial login process is to set up your security questions and answers. These questions and answers will be used if you need to reset your pin in the future. The answers are case sensitive.

![Figure 8- Security Questions](image)

Now that you have logged in once take your credentials and configure the **BANNER** app in your **MYABAC** portal. You will then be able to access Banner SSB with a single click. For more information
on how to configure your MyABAC apps please see the **MyABAC Getting Started Guide** located on the **MyABAC Resources** page of the [Educational Technology LibGuide](#).

### Updating your Personal Information

When you log into Banner as faculty or staff there will be a notice to update your personal information. You may disregard this message as your contact info is pulled from oneUSG (formally known as ADP). However, there are a few menu options under the personal information tab you should be aware of. Let’s look at our options by clicking on the **Personal Information** tab or menu link.

**Update PIN**

Keeping your Passwords and PIN’s the same for too long can be a security risk. To update your PIN in Banner you will navigate to the **Personal Information** tab and select **Change PIN**.
You must enter your old PIN and your new PIN. Re-enter your new PIN for verification. Your PIN must be 6 characters long. When finished, click **CHANGE PIN**. If you are using MyABAC aka Centrify, please update your app with this new password. If you do not do so then your App inside MyABAC will no longer log you in.

**Update Security Questions**

You may also want to update your security question. To do so click on the **CHANGE SECURITY QUESTION** link under the Personal Information tab.
Here you will enter your new Security Question and Answer and click **Submit**. For ease in matching your answer later, it is suggested that you enter your answer in all lower-case letters.

**Figure 13- New Security Question**

**Instructor**

As an Instructor, you will use Banner to get your official schedule, view and print your class roster, verify your roster after drop add, and enter student grades.

All the instructor functions are accessible under the **Faculty Services** tab or menu link.

**Figure 14- Faculty Services**
We will drill down further to the instructor functions by clicking Instruction Menu.

Figure 15- Instructor Menu

Faculty Schedule
You can view your class schedule in two views both available in the Instruction Menu under Faculty Services.

Figure 16- Two Schedule Views
**Faculty Schedule by Day and Time** will give you your class schedule for any week during the semester.

![Image of Faculty Schedule by Day and Time]

**Faculty Schedule by Date & Time** will give you your class schedule for any week during the semester.

![Image of Faculty Schedule by Date & Time]

**Faculty Detail Schedule** will display a detailed list of all your classes including current enrollment count.

![Image of Faculty Detail Schedule]

**Advising**

When advising students, Banner SSB can be used to look up students’ progress toward a specific degree or program, view class availability and lookup student contact information. While not inside of banner you will find the student advisement form and handbook useful, this link is provided below.
Degree Evaluation
To run an evaluation form from Banner you will need to open the Faculty Services tab. Then the Advisor Menu.

The first step is to select the current term. Click **TERM SELECTION** from the menu and submit on the next page. This will save a cookie to your computer for the term selection. You can change the term to a previous term by selecting a new term. This will update that cookie and keep your new selection until it is changed again or until you logout of Banner.
After selecting a term, you will need to locate the student record in question. You should have been returned to the advising menu where you can click **ID SELECTION**. On this page, you can enter your student’s ID or enter the name for a search and **SUBMIT**.
Verify student name **SUBMIT** if student name is correct. The screen will show student’s current program (major) and catalog term choose **GENERATE NEW EVALUATION** at the bottom of the screen. Note* The **WHAT-IF ANALYSIS** option is an excellent tool for undeclared majors or for students who are considering a major change. Choose this option rather than **GENERATE NEW EVALUATION** to review a student’s progress under a different major.

**Figure 23- Degree Evaluation**

**Figure 24- Generate New Evaluation**

You should now be at Degree Evaluation Display Options. There will be three options; you should review at least two (**DETAIL REQUIREMENTS** and **ADDITIONAL INFORMATION**). Below is text description of
what you should see. Please contact support for additional assistance as we are not able to provide
screenshots detailed student records.

- **Detail Requirements** - shows courses that student has taken to satisfy program
requirements, and identifies areas where program requirements have not been met.
- **Additional Information** - shows status of non-course requirements that student must
satisfy (i.e., CPC and Legislative requirements, etc). Also shows Courses Not Used from student
academic history. Review this list carefully to determine if adjustments or substitutions are
warranted.

**Student Info**

Faculty can use Banner SSB to look up student information such as registration status, class, program,
major and preferred contact info. This feature is available from the **Facility Services** tab under the
Student Menu.

![Student Info Image]

The **Student Information** menu allows faculty to select the term and id of the student whose
information is sought. There are four student information views each will be discussed below however,
screenshots of student info will not be shown for security of students.
Figure 26 - Student Information

- **VIEW STUDENT INFORMATION**: Displays basic student enrollment status and Curriculum information.
- **VIEW STUDENT ADDRESS AND PHONES**: Displays Current mailing and permanent address and phone numbers.
- **VIEW STUDENT E-MAIL ADDRESS**: Displays student preferred personal and ABAC email addresses.
- **VIEW STALLION STATUS**: Shows student Admissions Status, Financial Aid Status and Awards, fees for the term and holds which may prevent registration.

**Support Contacts**

At ABAC our goal is to provide you with the tools and resources you need to educate your students. If you need additional support or training please contact us.

**ABAC Faculty Support**
Chris Daniels, Educational Technologist
Baldwin Library 208
229-391-5258
cdaniels@abac.edu

**ABAC Student and Faculty Help Desk**
Office of Technical Services
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