<table>
<thead>
<tr>
<th>Student Information in SSB-Step 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Access Banner web page from the UTHSC homepage.</td>
</tr>
</tbody>
</table>
Student Information in SSB- Step 2

- Click “Self-Service Login.”

Banner Project Information

Self-Service Login
Frequently Asked Questions
Training Videos
Available Reports
Banner Issue Tracker
Submit an Issue

As the new Phase II Project Manager for the Banner implementation at UTHSC, I am charged with the responsibility of crafting a customer service plan for Banner users. This plan will continue to evolve over time, but begins with a new email contact (banner@u) that will allow you to report issues or to ask specific questions. Issues come to me and be directed to the member of the Banner team that best address your needs. The second part of this service plan is a major upgrade to our Banner webpage, providing you with information and a variety of links to assist you. These include log-ins for Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos and guides, and, most importantly, the issues log that will be updated weekly. You, our Banner users, are expected to submit issues to the log and follow their resolution, by providing regular status updates that can be viewed online.

We recognize that the Banner implementation has created challenges for us all. The Banner backbone is now working but is still learning and we have not yet replaced some of the tools that were developed in our Legacy system. Those tools were developed over a course of fifteen years and cannot all be replaced over night. We appreciate your patience and for your assistance in setting the priorities for enhancements. Please give us feedback and report your n
Student Information in SSB- Step 3

- Log in using your NetID and Password.
- Click “Faculty and Advisors.”
## Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List

### Student Information in SSB- Step 4

- Select “Student Information Menu.”
### Student Information in SSB - Step 5

- Click “ID Selection.”

### Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript

Click "ID Selection"
**Student Information in SSB- Step 6**

- Enter either the student ID (885... if you know it), or enter the last name and/or first name of the student.
- You do NOT need to change the search type selection.
- Hit “Submit.”

---

**Student and Advisee ID Selection**

- You may enter:
  1. The ID of the Student or Advisee you want to process, or
  2. Partial names, a student search type, or a combination of both. Then select Submit.

**Student or Advisee ID:**

OR

**Student and Advisee Query**

- **Last Name:**
- **First Name:**
- **Search Type:**
  - Students
  - Advisees
  - Both
  - All

[Submit] [Reset]

**RELEASE: 8.4**
Student Information in SSB - Step 7

- The next screen offers a drop-down menu such that you can select the correct student.

Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: [Dropdown]

Submit

RELEASE: 8.4
### Student Information in SSB - Step 8

- You will once again be brought to the student information screen.
- From this screen you can view address and phones; email address; academic transcript; etc.
- In order to select a different student, please click “ID Selection” and repeat steps 6 and 7 above.

### Student Information

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Selection</td>
</tr>
<tr>
<td>ID Selection</td>
</tr>
<tr>
<td>Student Information</td>
</tr>
<tr>
<td>Student Address and Phones</td>
</tr>
<tr>
<td>Student E-mail Address</td>
</tr>
<tr>
<td>Student Schedule</td>
</tr>
<tr>
<td>Academic Transcript</td>
</tr>
<tr>
<td>Degree Evaluation</td>
</tr>
<tr>
<td>Active Registrations</td>
</tr>
<tr>
<td>Registration History</td>
</tr>
<tr>
<td>View Test Scores</td>
</tr>
<tr>
<td>View Holds</td>
</tr>
<tr>
<td>Concise Student Schedule</td>
</tr>
<tr>
<td>Student Week at a Glance</td>
</tr>
</tbody>
</table>

**RELEASE: 8.4.1**