Class addresses, phone numbers, biographical-
Step 1

• Access Banner webpage from the UTHSC homepage.
Class addresses, phone numbers, biographical information

Step 2

- Access the available reports page.

Banner Information

As the new Banner II Project Manager for the Banner implementation at UT Health Science Center, my responsibility is to work with the Banner users. This plan will continue to evolve and grow with new email contact (banner@uthsc.edu) and you may report issues or ask specific questions. I am charged with the responsibility of crafting a plan that will best address your needs. The second part of this service is a major upgrade to our Banner webpage, providing you with information and a variety of links to assist you. These log-ins for Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos and guides, and, most importantly, issues log will be updated weekly. You, our Banner users, are encouraged to submit issues to the log and follow their resolution, by referring to 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 and we have not yet replaced some of the features developed in our Legacy system. Those were developed over a course of fifteen years and cannot all be replaced over night. Please give us your patience and for your assistance in setting the priorities for enhancements. Please give us feedback and report your n
Class addresses, phone numbers, biographical

Step 3

• Scroll to the bottom of the page and access “Banner Self-Service Reporting Tool (SSRT).”

Individualized, self-selected reporting available via the Banner Self-Service Reporting Tool (SSRT).

Click “Banner Self-Service Reporting Tool (SSRT).”
Class addresses, phone numbers, biographical- Step 4

- Log in using your NetID and password.
- Select “Student Templates.”

**UTHSC Banner Self-Service Reporting**

Banner Self-Service Reporting

- Accounts Receivable Templates
- Financial Aid Templates
- Student Templates

Select "Student Templates"
Step 5

- Select “Enrolled Students.”
Class addresses, phone numbers, biographical-

Step 6

- Select the current term [e.g. 201120-Spring 2011] as appropriate.
Class addresses, phone numbers, biographical

Step 7

- Hit the arrow button beside “Academic Study Search Criteria” to expand these options.
- Under the “College” option, select the appropriate college [e.g. “02- Medicine”]. This will tell the engine to search for the selected college students only.
Class addresses, phone numbers, biographical
Step 8

- Hit the arrow button beside “Student Status Search Criteria” to expand these options.
- Under the “Student Status” option, select “AS- Active.” This will tell the engine to search for active students only.
Class addresses, phone numbers, biographical-Step 9

- Hit the arrow button beside “Additional Student Academic Search Criteria” to expand these options.
- Under the “Student Classification” option, select the class desired. You may select multiple classes by holding the [ctrl] button while clicking on the selection.
- NOTE: As an example, M3s are classified as “3rd Year Graduate,” etc.
- Once all of these are selected, click “submit” at the bottom of the page.
Class addresses, phone numbers, biographical-
Step 10

- The output has two options: an export to excel option which will list all the students with an overview of their information, and the ability to view greater detail of each record individually.