Unofficial Transcript in SSB-Step 1

- Access Banner web page from the UTHSC homepage.
Unofficial Transcript 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

Click “Self-Service Login.”

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) to allow you to report issues or ask specific questions. Please come to me and be directed to the member of the Banner team 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 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 encouraged to submit issues to the log and follow their resolution, by 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 the system is still learning and we have not yet replaced some of the components that were developed in our Legacy system. Those were developed over the course of fifteen years and cannot all be replaced over night. We ask that you continue to be patient and for your assistance in setting the priorities for enhancements. Please give us feedback and report your needs.
Unofficial Transcript in SSB - Step 3

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

Main Menu

- Personal Information
  Update addresses, contact information or marital status; review name or social security number change information; Chan
- Faculty and Advisors
  Enter Grades and Registration Overrides; View Student Information.
- WebTailor Administration
  Customize the Web pages for your institution; Update user roles.
- UTHSC Staff Applications
  Link to home-grown Banner applications.
- UTHSC Blackboard
  Blackboard Course Management System

RELEASE: 8.3

Click “Faculty and Advisors”
Unofficial Transcript in SSB - Step 4

- Select “Student Information Menu.”

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
<table>
<thead>
<tr>
<th>Unofficial Transcript in SSB - Step 5</th>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click “ID Selection.”</td>
<td>Term Selection</td>
</tr>
<tr>
<td></td>
<td>ID Selection</td>
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<td>Student Information</td>
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<td>Student Address and Phones</td>
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<td></td>
<td>Student E-mail Address</td>
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<td>Student Schedule</td>
</tr>
<tr>
<td></td>
<td>Academic Transcript</td>
</tr>
</tbody>
</table>

Click "ID Selection"
Unofficial Transcript 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
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: [Redacted]

Submit

RELEASE: 8.4
Unofficial Transcript in SSB - Step 8

- You will once again be brought to the student information screen.
- From this screen you can view academic transcript for the unofficial transcript.

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Degree Evaluation
- Active Registrations
- Registration History
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

RELEASE: 8.4.1
Unofficial Transcript in SSB - Step 9

- Transcript Level allows you to select between undergraduate and/or graduate level transcripts or simply leave this as “All Levels” to view the complete transcript.
- Click “Display Transcript” to view the transcript.
- In order to select a different student, please click the “Faculty Services” tab at the top of the page and repeat steps 4 through 7 above.