Withdrawn Students
SSRT- Step 1

- Access Banner web page from the UTHSC homepage.
Withdrawn Students
SSRT - Step 2

- Access the available reports page.
Withdrawn Students
SSRT - Step 3

- Scroll to the bottom of the page and access “Banner Self-Service Reporting Tool (SSRT).”
Withdrawn Students SSRT - Step 4

- Log in using your NetID and password.
- Select “Student Templates.”
Withdrawn Students
SSRT - Step 5

- Select “Enrolled Students.”
Withdrawn Students
SSRT - Step 6

- Select the current term [e.g. 201120-Spring 2011] as appropriate.
Withdrawn Students
SSRT - 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.
Withdrawn Students
SSRT - Step 8

- Hit the arrow button beside “Student Status Search Criteria” to expand these options.
- Under the “Student Status” option, select appropriate options [e.g. LA-withdrawn leave, WD-withdrawn]. This will tell the engine to search for these students only.
Withdrawn Students
SSRT - 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.
Withdrawn Students
SSRT - 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.