

Tips and Tricks For Banner 9 ADMIN PROCESSING and Pages



Presented By: Geraldine Taylor,
Office of the Registrar
Assistant Registrar, Student and Faculty Services

Mymemphis:Go to Where your Banner Admin app is bookmarked

Banner Admin Pages

Admin Pages

Navigation Documentation (PDF)

Navigation Tutorial (from vendor)

Navigating the Banner 9 Home Page

The image shows the Banner 9 Home Page interface overlaid on a photograph of a university building. The interface includes a top navigation bar with a search box and a 'Name Display' field. A vertical sidebar on the left contains eight icons labeled A through H. A dark footer at the bottom contains copyright information, a version number 'Release: 3.0.0.2', and a 'Keyboard Shortcuts' link.

Navigation Annotations:

- A:** Hamburger menu icon
- B:** Home icon
- C:** Grid icon
- D:** Search icon
- E:** Help icon
- F:** Question mark icon
- G:** Lock icon
- H:** User profile icon

Page Content:

- Header: Welcome
- Search bar: Search...
- Name Display: Name Display
- Background: Banner 9 Home Page image with banners reading "DRIVEN BY DOING" and "M of U"

Footer:

- Copyright: Elucian® | © 2014–2018 Elucian Company L.P. and its affiliates.
- Disclaimer: This software contains confidential and proprietary information of Elucian and its subsidiaries. Use of this software is limited to Elucian licensees, and is subject to the terms and conditions of one or more written license agreements between Elucian and the licensee in question.
- Version: Release: 3.0.0.2
- Link: Keyboard Shortcuts

Notification Center and Help

- Types of Information that is Displayed

- Green: Successful save of data



- Yellow: Warning messages



- Red: Error Messages



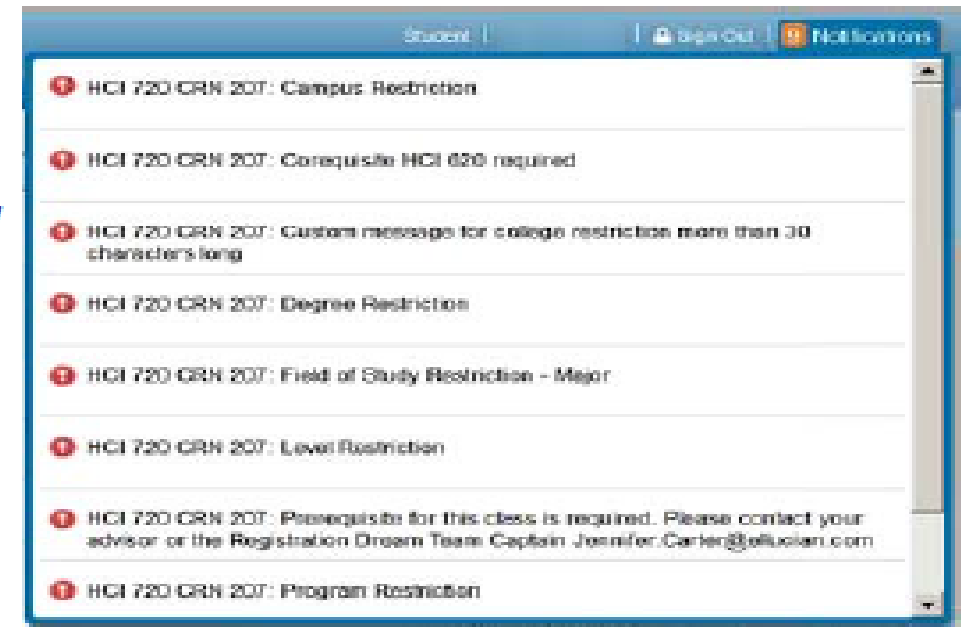
- Blue: Informational Messages



- Errors are displayed in red and also display affiliated with the field/record in error

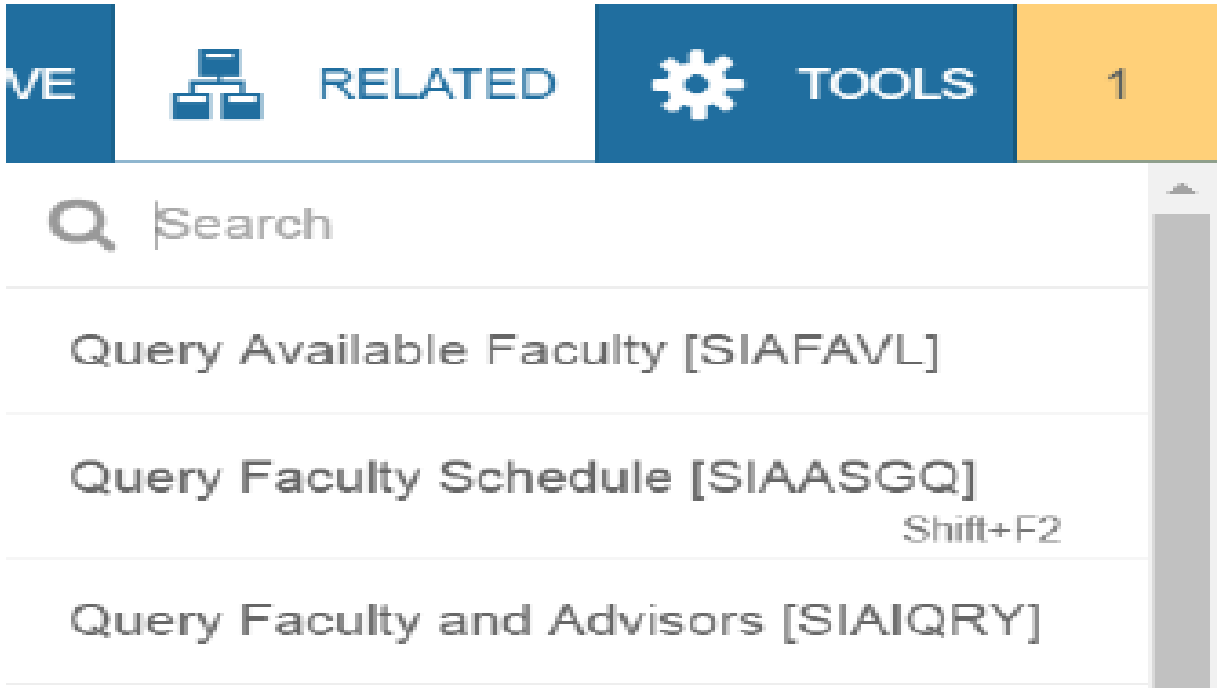
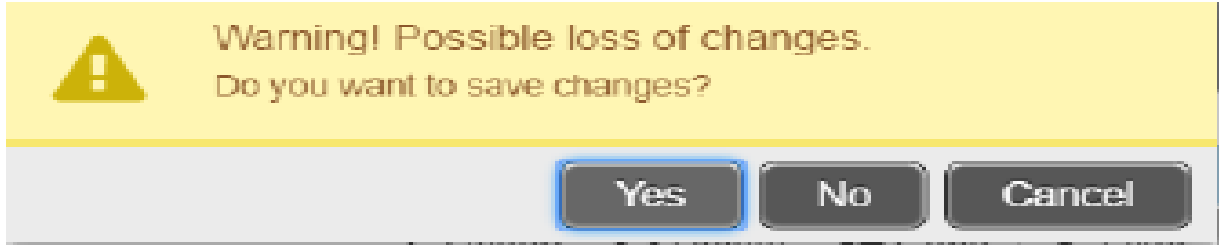
- Multiple errors displayed together

- Displays the count of errors



Other Tidbits

- **Exit without saving**
 - Use tab to select option
 - Then Enter
- **Related and Tools**
 - Related is like Options menu for pages
 - Tools is like Options menu for actions
 - Note existing key-strokes continue



Banner General Student/Person Information

Purpose

SPAPERS

General Person

SPAIDEN

General Person ID (address, telephone, etc)

SAAADMS

Admissions Application

SGASTDN

General Student (include Vet information)

SGASTDQ

General student summary

SIAASGN/SIAASGQ

Faculty Assignment

SGAADVR

Assigned advisor

SOAHOLD

View student holds

SOATEST

Testing Information

SGASADD

Additional Student Information SGASADD

Student Registration/Advising /Scheduling

Form	Purpose
SFAREGS	Student registration
SFAREGQ	Registration Query
SFASTCA	Registration audit
SFARHST	Enrollment history
SFASRPO	Permits and overrides
SFARGRP	Registration group
SPAAPIN (ADV)	Alter PIN
SSASECT	Schedule form
SSASECQ	Schedule Section
SFASLST	Class roster
SSAPREQ	Pre-Requisite
SPACMNT	Comments
SFAALST	Class attendance roster
SFARHST	Registration History
SEAREGE	Course registration fees

Records/Academic History/Degree

Form

Purpose

SHADEGR

Degree Information

SHATCKN/SHACRSE

Course maintenance

SHATRNS

Transfer

SOAPCOL

Tells you what colleges the student has attended

(Mods)

SZAATND

Attendance rosters

SZAADEF

Academic Deficiency Summary

SZAREGQ

Class attendance with dates

SZAITRK

Immunizations



Advising • [Advisee Search](#) • Advisee Listing

Advisee Listing

Fall Term 2018

Email All

Filter

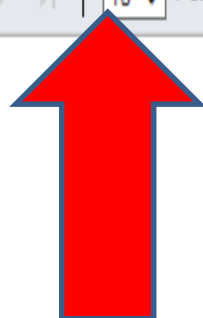
	Name and ID	Program	Primary Major	Academic Standing	Student Status	Stude
	James, LeBron U00499687 View Profile	AS Bachelor of Science	Chemistry	Good Standing	Active	Conti
	Mouse, Mickey U00643217 View Profile	AS Bachelor of Arts	Anthropology	Good Standing	Active	Conti



Page 1 of 1

10 Per Page

Records: 4



Getting Started

Advisee Listing

The Advisee List page contains overview information about all advisees that are assigned to you in the selected term.

Filters!

Person Search SOAIDEN 9.3.11 (TBANR)

PERSON SEARCH

Basic Filter Advanced Filter

ID First Name Middle Name Change Indicator Name Type

Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
----	-----------	------------	-------------	------------	------------------	--------	--------	-----------

Case Insensitive Query Case Sensitive Query

Person Search SOAIDEN 9.3.11 (TBANR)

PERSON SEARCH

Basic Filter **Advanced Filter**

ID Equals First Name Equals Middle Name Equals Change Indicator Equals Name Type Equals

Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
----	-----------	------------	-------------	------------	------------------	--------	--------	-----------

Case Insensitive Query Case Sensitive Query

- Equals
- Contains
- Like
- Starts With
- Ends With
- Equals**
- Not Equal



Advising • [Advisee Search](#) • [Advisee Listing](#) • [Student Profile](#)

Student Profile - Mickey M Mouse (U00660856)

Term: Spring Term 2019

Standing: Good Standing, as of ...

Overall Hours: 30

Overall GPA: 2.05

Registration Notices: **5**

Holds: **0**

Mickey M Mouse

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Registration

Student Schedule

Registration Overrides

Application to Graduate

Week at a Glance

View Grades

UMDegree

Look Up Classes

Bio Information

Email: mmouse@memphis.edu
 Phone: Not Provided
 Gender: Female
 Date of Birth: 04/29
 Ethnicity: Not Hispanic or Latino
 Race: 1-White
 Citizen: Yes
 Citizenship: US Citizen
 Emergency Contact: Allen, Eric
 Emergency Phone: 540 2042525

General Information

Level: Undergraduate
 Class: Sophomore
 Status: Active
 Student Type: Continuing
 Residency: Vet Out of State Verified
 Campus: Not Provided
 First Term Attended: Fall Term 2017
 Matriculated Term: Not Provided
 Last Term Attended: Summer Term 2018
 Leave of Absence: Not Provided

Graduation Information

Graduation Applications: None

Advisors

Primary / Primary Advisor: [Bridget Wells](#)
 Degree Analyst: [Ms Geraldine Lynn Taylor](#)

CURRICULUM, HOURS & G

Primary Secondary

Degree:
 Study Path:
 Level:
 Program:
 College:
 Major:
 Department:
 Concentration:
 Minor:
 Concentration:
 Admit Type:
 Admit Term:
 Catalog Term:

REGISTERED COURSES

Course Title

Astronomy Laboratory	PHYS 1002 ...	10367	1	**Web
Survey of Astronomy I	PHYS 1020 ...	10373	3	**Web
Fiction Workshop	ENGL 4603 ...	11970	3	**Web
General Psychology	PSYC 1030 ...	22451	3	**Web
Intermediate Japanese II	JAPN 2020 ...	22907	3	**Web



Overall Academic Standing

Good Standing
 Permits Registration



Student Status

Active
 Permits Registration



Enrollment Status

Permits Registration

Registration PIN Assigned

Student PIN: englBW

Time Tickets

From: 11/12/2018 8:00 AM
 To: 04/02/2019 11:59 PM

Student Profile - Mickey M Mouse (U00660856)

Term: Spring Term 2019

Standing: Good Standing, as of ...

Overall Hours: 30

Overall GPA: 2.05

 Registration Notices: **5**

 Holds: **0**

- Mickey M Mouse**
- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Registration
- Student Schedule
- Registration Overrides
- Application to Graduate
- Week at a Glance
- View Grades
- UMDegree
- Look Up Classes

Bio Information

Email: mmouse@memphis.edu
Phone: Not Provided
Gender: Female
Date of Birth: 04/29
Ethnicity: Not Hispanic or Latino
Race: 1-White
Citizen: Yes
Citizenship: US Citizen
Emergency Contact: Allen, Eric
Emergency Phone: 540 2042525

General Information i

Level: Undergraduate
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Degree Analyst: [Ms Geraldine Lynn Taylor](#)

CURRICULUM, HOURS & GPA ^

Primary

Secondary

Hours & GPA

Degree: Bachelor of Arts
Study Path: Not Provided
Level: Undergraduate
Program: AS Bachelor of Arts
College: College of Arts and Sciences
Major: English
Department: English
Concentration: Creative Writing
Minor: Not Provided
Concentration: Not Provided
Admit Type: Freshman
Admit Term: Fall Term 2017
Catalog Term: Fall Term 2017

REGISTERED COURSES ^

Course Title	Details	CRN	Hours	Regist
Astronomy Laboratory	PHYS 1002 ...	10367	1	**Web
Survey of Astronomy I	PHYS 1020 ...	10373	3	**Web
Fiction Workshop	ENGL 4603 ...	11970	3	**Web
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