Using Banner to Advise Students

1. Go to your myMemphis portal either through the UM homepage or by going to my.memphis.edu. (Internet Explorer is the best browser to use for Banner.)

2. Log in using your UUID and e-mail password.

3. Click on your Faculty or Advising tab.

4. In the Banner INB channel, click on “Finance/HR/Student Users.”

5. To check on a student’s admission status, type “SAADCRV” in the Go To field and press Enter.

6. In the ID field, type the student’s ID number (U number or SSN). Or search by name.

7. Tab to the Term field, and type the term code.

8. Click on the Block drop down menu, and choose Next Block.
   (Or roll over the icons on the Toolbar (the line of icons at the top of the form), and click the one for Next Block (或者).
   (Or press the Control and Page Down keys.)

9. In the block titled “Application Summary,” look for the student’s Entry Term (Application term) and Decision (Accepted or Pending), and Program (major and college). If the student has not been accepted, you will be able to clear the student and issue permits, but the student should check his or her profile on the Spectrum Portal to determine what is needed before admission is complete.
10. To check for DSP (Developmental Studies) requirements, click on the “Test Score Review” tab. For instructions on reading DSP requirements, check with your college advisor.

11. To exit the form, click on the black X on the icon toolbar.

12. To check for high school deficiencies, in the Go To field, type “SZAADEF.” Your college advisor can assist you with how to read this form. You can also check for required DSP courses for students who have been placed.

13. To set students’ alternate pins so that they are cleared for registration, you can use either of these methods:
   A. In the Go To box, type “SPAAPIN,” and press Enter. Skip to item 14 below.
   B. OR Go back to your myMemphis Portal page, click on the Faculty tab, and choose “Alternate Pin” from the Advising Forms channel. Go on to Step 14.

14. In the “From Term” box, type the term code.

15. Tab to ID, and type the student’s ID number. Or search by student name.

16. Click on the Block drop down menu, and choose Next.
17. If the **Process Name** field in the lower block is blank, skip to step 19.

18. If the **Term Code** is entered in the lower block, and **TREG** is in the **Process Name** field, go to **Record** at the top of the form, and choose **Remove** from the drop down menu. (Or press **Shift/F6**.)

19. Put your cursor in the **Term Code** field, and type the term code.

20. Tab to the **Process Name** field, and type **C** (for cleared).
   This form is not case sensitive, so capitals or lowercase will work.

21. Tab to the **Alternate PIN** field, and type **your initials**.

22. Save by clicking on the **disc icon** at the top left of the toolbar or by pressing **F10**.

23. Look for the message in the bottom left corner after saving: **Transaction complete**.
   The form will warn you if you attempt to exit without saving.

24. To set the pin for another student, click the **Rollback** icon on the toolbar and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field.

25. To issue permits for students, use the SFASRPO form.

26. To exit, click on “**return to Faculty [or Employee or Advisor]**.”