MyPortal Quick-Start for Counselors



Foothill-De Anza CC District

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9/22/2010
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Self-Service Banner - Finding Student Information

You will have view-only access to student information such as contact information, transcripts and class schedules, if your permissions in MyPortal/Banner include the Advisor role. If you feel you need this access, have your Dean or Administrator send an e-mail requesting access to: either Kathleen Moberg at De Anza or Shawna Aced at Foothill. They will then send a request to ETS for the Advisor permission.

Accessing Self-Service Banner from Banner Tab

- 1. After logging in to MyPortal, select the Banner Tab.
- 2. Click on Banner Self-Service.



You are now one level down in the system, in Banner Self-Service. Note that:

The tab titles change

 The top banner graphic no longer displays
 Click on <u>Back to "tab name" Tab button</u> to return to top level

 Foothill-De Anza Community College District Apparent for the provided of t

 To Access Advisor Self-Service Functions: Click on Banner Tab Click on Banner Self-Service, the Main Menu displays Click on Faculty and Advisors link to display Faculty and Advisor Menu Click on Student Information Menu (first item on list) to display the Student Information Menu Foothill-De Anza Community College District Advisor Groups Groups Logout Help							
Search	Go	AC	CESSIBILITY SITE MAP	HELP			
Main Menu		_					
Personal Informat View addresses.	ion	Per	sonal Information Stud	dent Faculty Services Employee			
Faculty and Advis Enter Grades and R Employee Time sheets, time of Finance Create or review fin	ors egistration Overrides, View Class List ff, benefits, leave or job data, paystul nancial documents, budget information Back to Banner Tab Personal Information Student F Search Student Information Term Selection ID Selection Student Information Student Information Student Address and Phones Student E-mail Address Student E-mail Address Student Schedule Registration Overrides Add or Drop Classes Change Class Options Academic Transcript Electronic Gradebook for a Stu Active Registrations Registration History View Test Scores View Holds View Application To Graduate Concise Student Schedule	s and students s and students bs, W2 forms, W h, approvals. Faculty services aculty services Refu CR Faculty services Refu Lo rice	culty and Advis	sors			

Student Information Menu

Most of the information you need about a student can be found on this menu.

e Back to Banner Tab Grou							
Personal Information Student Faculty Services Employee F Search Go RETURN TO MENU	Inance Return to Menu - will take you back to ITTE MAP HELP ITTE MAP HELP						
Student Information	correct campus and term. After submitting it, you may find yourself back on the Faculty & Advisor menu.						
Term Selection ID Selection Student Information Student Address and Phones Student E-mail Address Student Schedule Registration Overrides Add or Drop Classes Change Class Options Academic Transcript Electronic Gradebook for a Student Active Registrations Registration History View Test Scores View Holds View Application To Graduate Concise Student Schedule Student Week at a Glance Finding Students ID # 1. Click on <u>ID Selection</u> 2. You can now enter either the student's ID, first or last name, or their entire name. The name is not case sensitive. 3. Results from partial name search w display in drop-down list. 4. Click on the correct name. 5. Click <u>Submit</u> button. 6. This will take you back to the	Statement and Advises ID Selection Specific Statement and Selection						
Student Information menu. You can now select any of the options listed. The system will remember the student's ID and name, allowing you to select any of the options listed without re- entering the ID#.	Student and Advisee ID Selection 5555555 Advisor Name 2010 Fall De Anza Sep 10, 2010 04:43 pm Select the Student or Advisee that you wish to process and choose Submit Name. Student or Advisee: Malmgren, Malmgren, Malmgren, Malmgren, Malmgren, Malmgren, Malmgren,						

Foothill-De Anza CC District

Once the Student has been selected, you can click any of the items on the Student Information menu. The current student will stay selected until you select another student or in the case of a couple of options, asked to select the student again. Hint: it is a good idea to write down the students ID # for reference.

Selecting <u>Student Information</u> will display the General Student Information Screen. It contains several links that will display more information about the student:



Important Information:

To print any of these screens including transcripts using Firefox follow these steps:

- Click once in the body of the screen, below the gray line under the header. This selects the frame for printing
- 2. Select File/Print from the browser menu.
- 3. Click OK.
- To print two page images per physical page, click on Properties and select 2 pages per page. This will vary by printer. On some printer, you can print on both sides of the paper.



	Must Select	Requires	Faculty function -
Student Information Menu	College & Term	Student Pin	requires CRN number
Term Selection			
ID Selection			
Student Information			
Student Address & Phones			
Student E-mail Address			
Student Schedule	×		
Registration Overrides		X	
Add or Drop Class		X	
Change Class Options		X	
Academic Transcript			
Electronic Gradebook for a			×
Student			
Active Registrations			
Registration History			
View Test Scores			
View Holds			
View Application to Graduate			
Concise Student Schedule	×		
Student Week at a Glance			

Menu items in **bold** should be accessible to Administrators and staff with "Advisor" permissions.

If you feel you need access to this information, contact your Dean who will send a request to either Kathleen Moberg at De Anza or Shawna Aced at Foothill. They will then send a request to ETS for the Advisor permission.