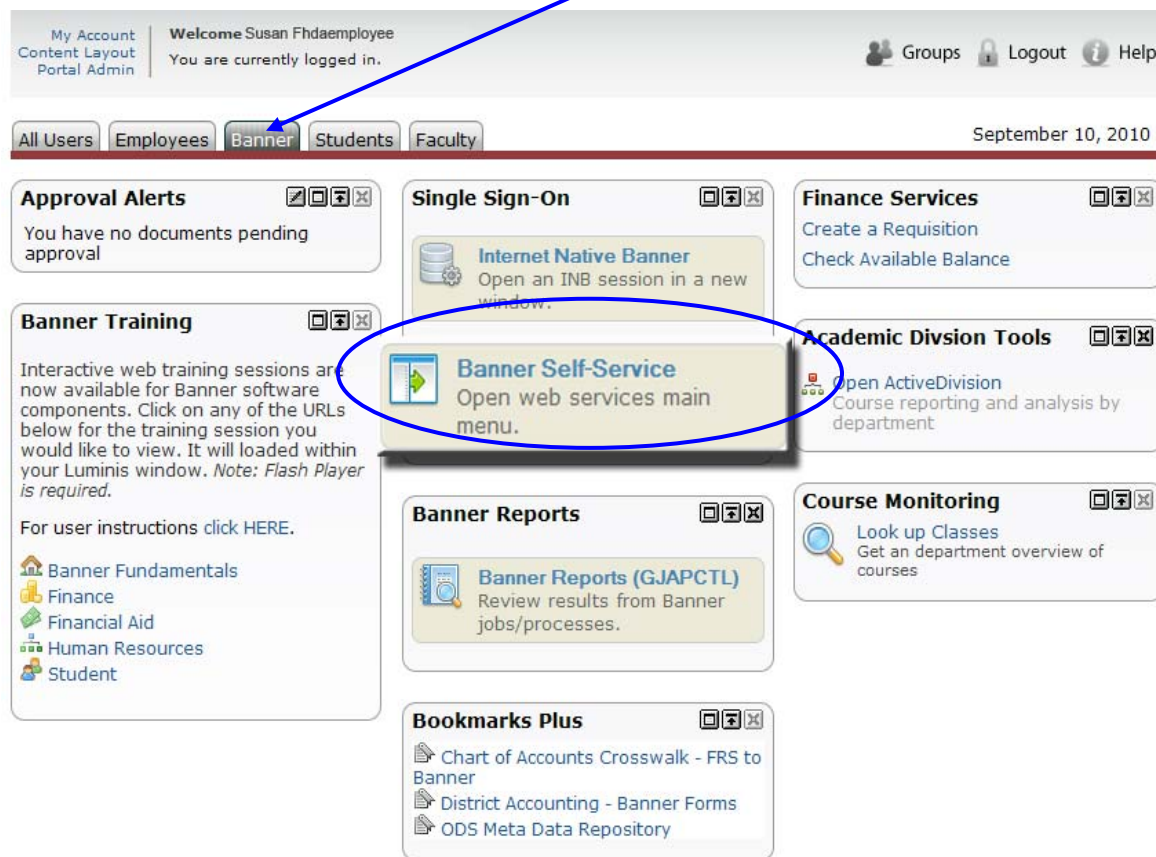


Self-Service Banner - Finding Student Information

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 Back to "tab name" Tab button to return to top level



To Access Advisor Self-Service Functions:

1. Click on Banner Tab
2. Click on Banner Self-Service, the Main Menu displays
3. Click on Faculty and Advisors link to display Faculty and Advisor Menu
4. Click on Student Information Menu (first item on list) to display the Student Information Menu

The screenshots show the following navigation path:

- Screenshot 1: Main Menu**
 - Personal Information: View addresses.
 - Student**: Apply for Admission, Register, View your academic records.
 - Faculty and Advisors** (circled in blue): Enter Grades and Registration Overrides, View Class Lists and Students.
 - Employee: Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W.
 - Finance: Create or review financial documents, budget information, approvals.
- Screenshot 2: Faculty and Advisors**
 - Student Information Menu
 - Term Selection
 - CRN Selection
 - Faculty Schedule
 - Week at a Glance
 - Final Grades
 - Incomplete Grades Summary
 - Registration Overrides
 - Add or Drop Classes
 - Look Up Classes
 - Electronic Gradebook
- Screenshot 3: Student Information**
 - 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

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

Return to Menu - will take you back to the prior menu, Faculty & Advisor.
Term Selection is used to select the correct campus and term. After submitting it, you may find yourself back on the Faculty & Advisor menu.

Finding Students ID

1. Click on [ID Selection](#)
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 will display in drop-down list.
4. Click on the correct name.
5. Click [Submit](#) button.
6. This will take you back to the 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#.

Contact for corrections/comments/ additions: Susan Malmgren, malmgrensusan@fhda.edu

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 [Student Information](#) will display the General Student Information Screen. It contains several links that will display more information about the student:

To return to Student Information Menu, click [here](#)

Clicking on the Student's Name will display the [Student Addresses and Phone](#). An alternative is to click this link at the bottom of the page.

Important Information:

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

1. 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.
4. 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.

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