



Banner Self Service Training

for

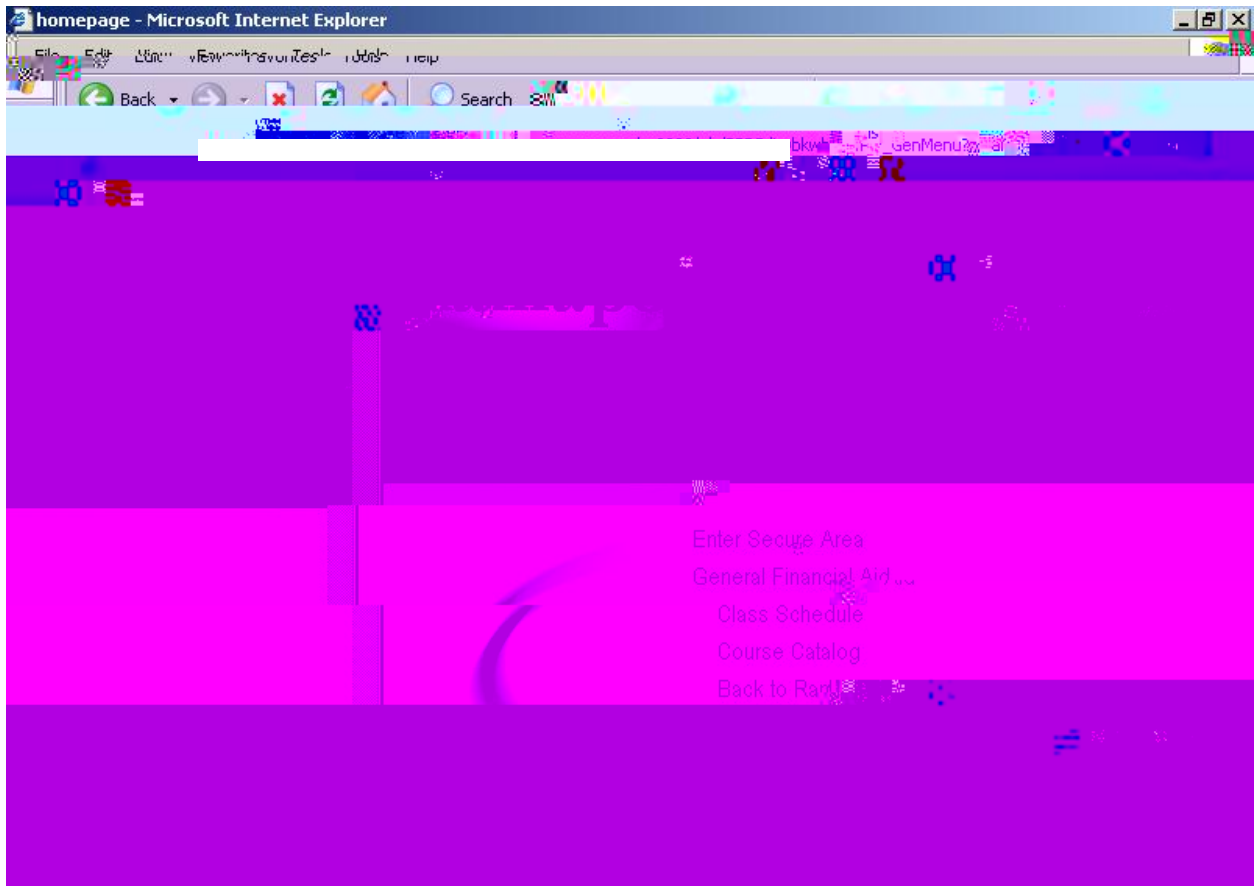
Faculty and Advisors

March 2006

FERPA

You will be able to access Banner Self Service by a link on the Ramapo Intranet.

On this page you may view the **Course Catalog**, **Class Schedule**, or **Enter Secure Area**.



To **Enter the Secure Area** – Click on it.

- Enter your Banner ID (**R**.....) and PIN. **Click Login**.



- Above is the message you will see if you do not use upper case **R** or if you do not enter the correct ID or PIN.

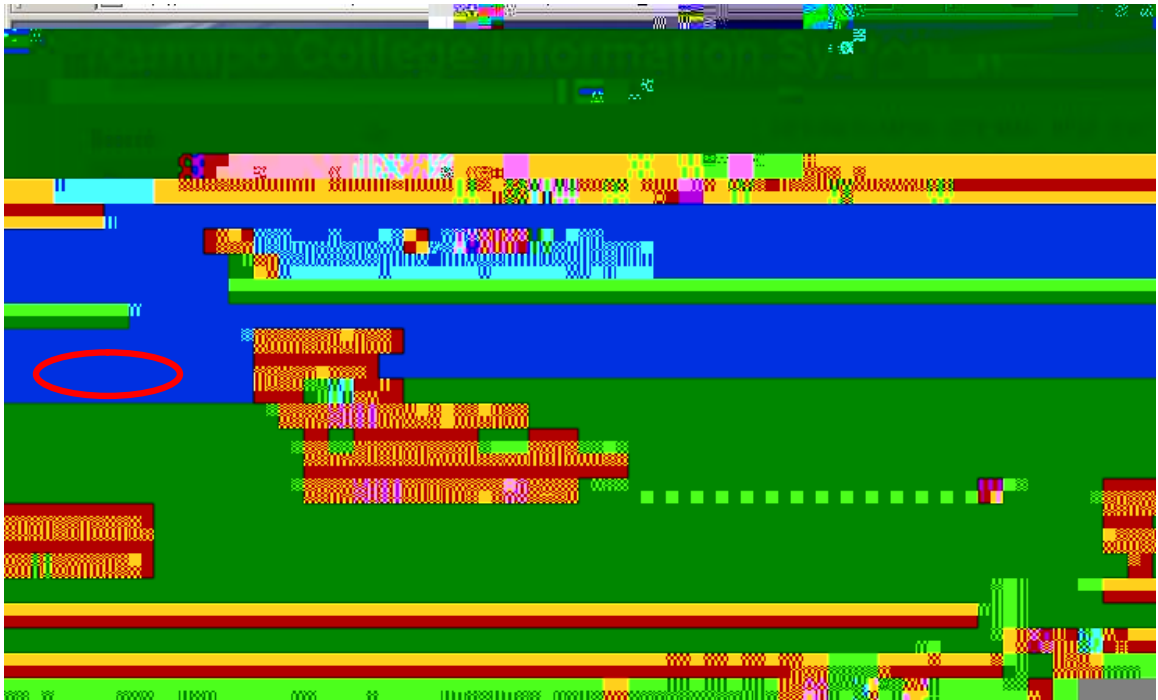
The first time you log in your PIN will be your date of birth-remember to include 0s (i.e. January 1, 2006 = 010106)

It will be expired and require you to change your PIN to 6 numbers that are not your DOB.

- § Use a cryptic combination of numbers (not 111111).
- § This is the access point to a lot of information, both

From the Faculty Ser

- § You will need to look up the ID in Internet Native Banner (INB) if you do not have access to INB you will need to ask the student for the Banner ID (Deans may ask unit secretaries for look up.).



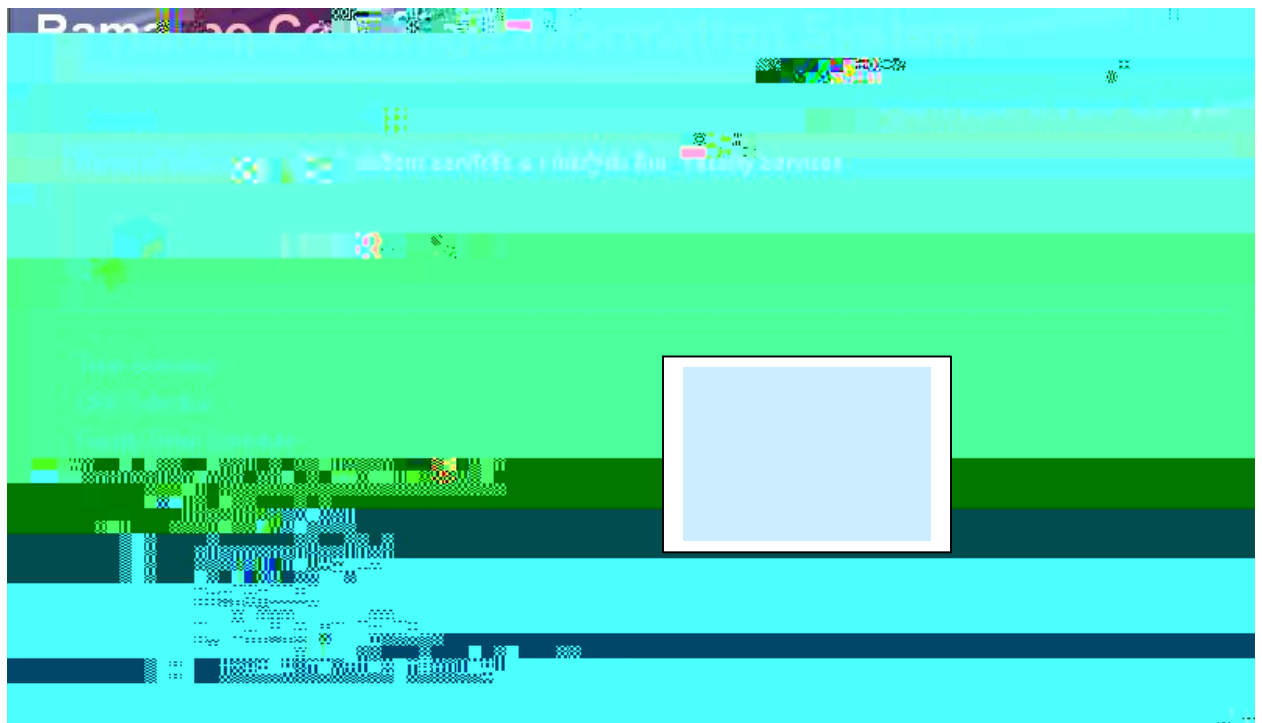
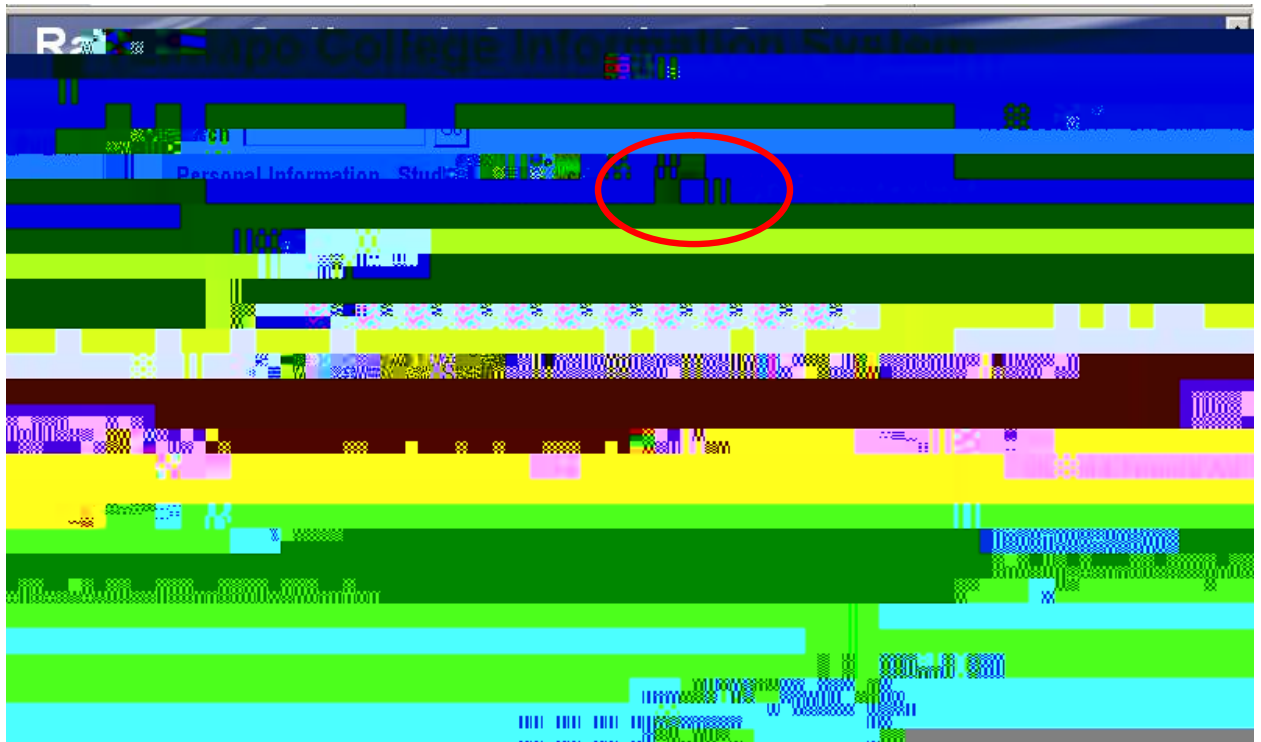
- § Type in ID and **Click Submit** button at bottom of screen.



If the student is not assigned to you the Student Advisee Query will not function for you.t

For functions specific to your role as a faculty member-

§ Click on Faculty Services.



Here you may select various functions (remember to Select the correct term) related to your faculty role, including your personal information and

§ **Click** on the underlined course title to view other sections

§ **Click** on student name to view contact information.

This will display the permanent address. Since most of our students live on campus, it is not advisable to use this contact info.

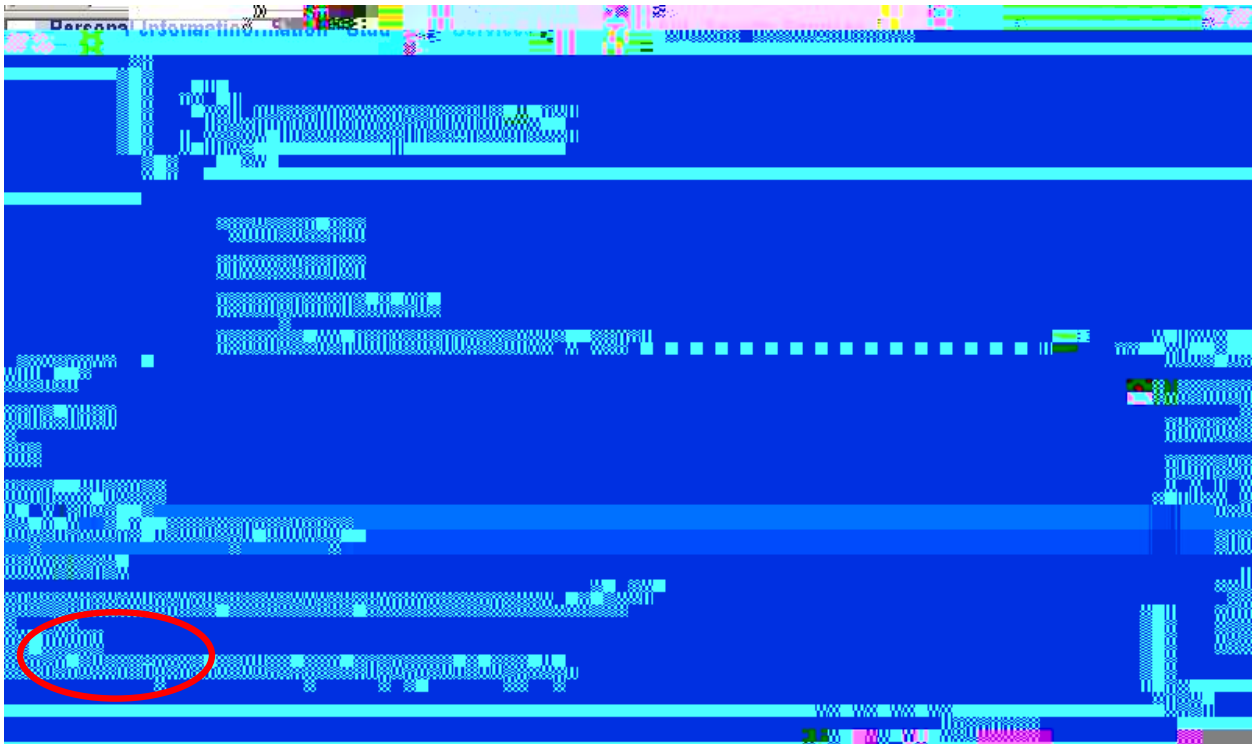
This is confidential information and may not be released.

§ Select [Registration Overrides](#)

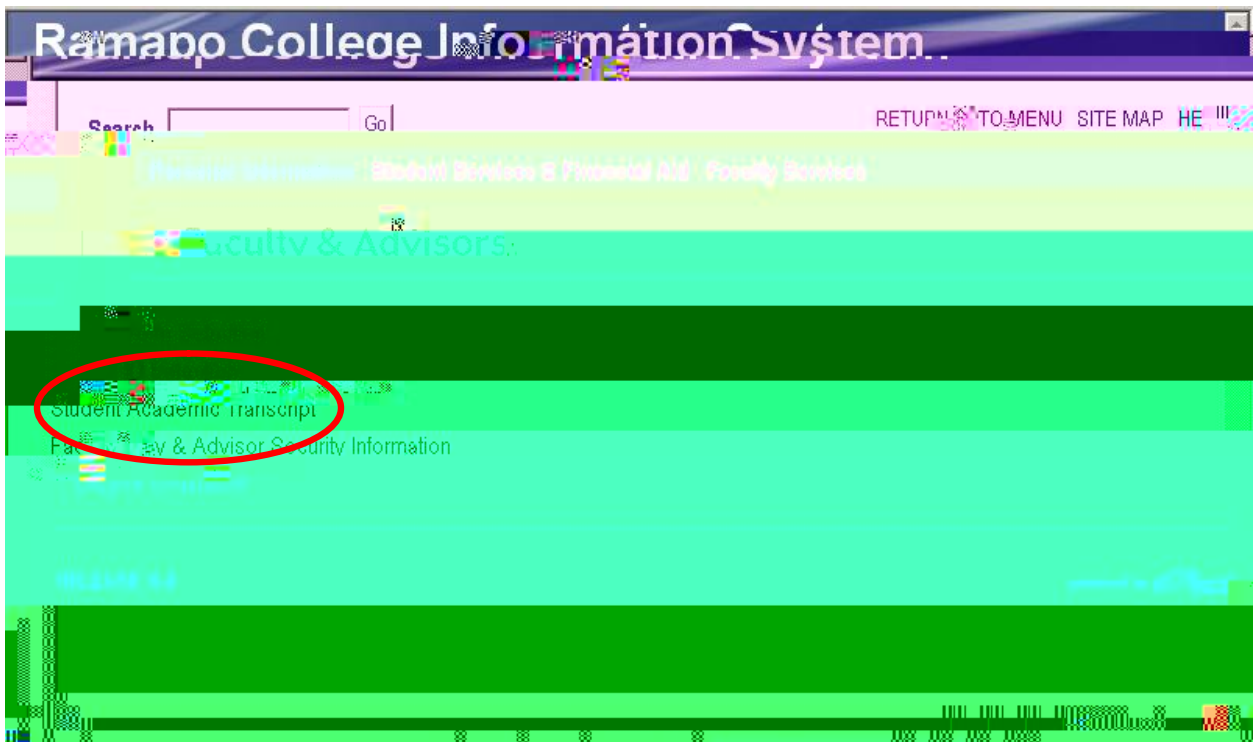
Click on the arrow of the
Click on the arrow of the

box to select the course section.

From the Faculty Services Menu you will also be able to view transcripts through Advisor functions.



Click on **Advisor Menu**, then click [Student Academic Transcript](#)



Select Term.

Enter Student ID as previously described.

Verify student by clicking **Submit**.

Select level (usually undergraduate).

Click [Display Transcript](#).

The top of the transcript display provides “quick clicks” to certain information in the body of the transcript. You may use these to move quickly to that area.

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

This is the same process that is used to access the [Degree Evaluation](#).

To review the access to Student Records via the web:

Full time faculty will have access to the records of students in their classes and advisees who are assigned to them by the name entry lookup process.

Deans, Unit Secretaries, a variety of other college advisors will have access to student’s records by entering the student’s Banner ID.

Adjuncts, in the semester they are teaching, will need to enter a student’s PIN as well. If meeting with a student and the need arises to view that student’s transcript, the student may type in her PIN.

The student’s PIN is not required (just the Banner ID) for entering overrides.