Banner Student Module
Internet Native Banner for Administrative Departments
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**Introduction**

Banner is a fully integrated suite of administrative software applications developed by Sungard Higher Education (Sungard HE) and used specifically by higher education to manage business operations. Internet Native Banner, or INB, is an entirely web-based delivery of Banner forms used for connections to the Banner databases. INB is used to manage students, accounts receivable, financial aid, finance, and human resource information. The Student INB forms will replace the current SIS PLUS system.

**Timeframes and Deadlines**

The transition from SIS PLUS to INB Student will take place in several stages during summer 2008.

- **Effective June 10, 2008** fall 2008 registration data in Web for Faculty will be frozen. Faculty and students will be able to view data, but no further registration changes or updates will be made in the system.

- **Between June 10 and June 23, 2008** student data will be migrated into the Banner system.

- **June 23, 2008**
  - Faculty Self-Service tools will be live on the Teaching tab of the myIIT portal.
  - Student registration tools will also be live on the Academics tab of the myIIT portal.
  - Authorized users will be able to access their INB accounts through the myIIT portal.
  - All fall registration transactions will be completed in Banner.

- **August 2008** final Summer 2008 grades will be moved from SIS into Banner and will be viewable through the myIIT portal channels.
Signing onto MyIIT and Internet Native Banner

To access INB you need to log on to the myIIT portal. Because of the sensitive nature of academic and personal information that is available through the portal, you should not share your portal password with anyone. It is also important to log off the system when you have finished.

1. Using the Internet, access the myIIT portal at: http://my.iit.edu

2. Enter your portal username and password – your iit.edu email username and password.

3. You will need to add the Banner SSO channel in your portal:
   
   a. Click the Content/Layout link
   b. Select the tab where you want to place the channel (for example, the Work Tab)
   c. Click an Add Channel button
d. Select **Banner Channels** and click **go**

e. Select **Banner SSO**

f. Click **Add Channel**

g. Click **back to Work Tab** link on the upper left side of your screen

Access Internet Native Banner through this Channel by selecting INB from the dropdown menu.

Please note that if you have not previously installed the j-initiator tool on your computer, you will need to do so to use INB. See the J-initiator channel in **myIIT**.

**Basic Navigation**

The first Banner screen you will see is the General Menu. The main menu is the starting point for navigating through Banner. You can use the menu structure to access a form, query or menu. Or you can use Direct Access to go to a specific
form if you know the form’s name. To access a Banner form directly type the form name in the **Go To**... field and press the **[Enter]** key on the keyboard.

### Toolbar Icons

- **Save**
- **Select**
- **Remove Record**
- **Previous Block**
- **Next Block**
- **View/Send Message**
- **Online Help**
- **Exit**

### Person Search

1. To go directly to a person search open the Person Search form by typing **SOAIDEN** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

The SOAIDEN form can be accessed from most Banner forms by clicking the arrow next the ID field.
From the Option List that pops up click **Person Search**.

If you know the student’s ID enter it in the ID field and click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

To search for a student by name enter their first or last name in the appropriate field and click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

To search with a partial name use the Oracle wildcard % to represent any number of unspecified characters.

In the example below the last name Patel is entered with Ke% in the First Name field to search for all IDs with last name Patel and first names that start with “Ke”.

2. Once the search is entered, click the **Execute Query** icon on the toolbar (or F8 on your keyboard).

3. Scroll to the desired name and ID and click. The next form you use will be populated with this ID and name.

4. To exit the form, click the X icon.
Searching Student Information

View a Student’s Majors, and Class Level Attributes by Term
Use the General Student form (SGASTDN) to view current information about a student including their status, level, college, primary and secondary programs, class level attributes, admit term, admit type, major, department, concentration, minor, residency, student type, and veteran information.

1. Open the General Student form by typing SGASTDN in the Direct Access box of the General Menu and press the [Enter] key on the keyboard. If the student’s name is already displayed, skip to step 4.

2. Type the ID of the student you are looking for OR press the [Tab] key to navigate to the Name field and type the student’s name (Example: Last, First).

3. If you are searching by name press the [Enter] key to open the Extended Search box. If there is only one match to your search, the name will be automatically filled in on the form.

In the Extended Search Box click the Person Search Detail icon to view the list of all students that meet your search criteria. For more information on people searches go to the SOAIDEN instructions on page 5.

5. Press the [Tab] key on the keyboard to navigate to the Term field and type the term code.

6. Click the Next Block icon on the toolbar to populate the First Information block.
View a Student’s Academic Standing

1. Follow the instructions above to access the SGASTDN form. To view a student’s academic status click the Academic and Graduation Status…tab.

   - Academic Status:
     - Includes Probation, Deans List, Academic Suspension, Admitted on Probation, etc.

   - Curricula Summary and Field of Study Summary Sections:
     - This blocks display program information for all programs the student is admitted to.

2. When you are finished click the Exit icon on the toolbar to exit to the Banner Main menu.
View a student’s schedule

1. Open the Registration Query form by typing **SFAREGQ** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the term you are searching for.

3. Type the **ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the name field and type the student’s name (Example: Last, First) and press the **[Enter]** key on your keyboard.

4. Click the **Next Block** icon to view the student’s registration.

**HINT:** Use arrow keys ↑↓ to scroll through classes
View a student’s holds

1. Open the Hold Information form by typing **SOAHOLD** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Type the **ID** of the student you are looking for OR press the **[Tab]** key to navigate to the name field and type the student’s name (Example: Last, First) and press the **[Enter]** key on your keyboard.

3. Click the **Next Block** icon to view if the student has any holds.

4. To remove a hold, enter the end date in the **To:** field.

5. When you are finished click the **Save** button.
**View Student Visa Information**

1. Open the International Information Form by typing **GOAINTL** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the student ID number and select **Next Block**

3. Student Visa Type and other information will appear
Looking up Student Contact Information

View a Student’s Email Address

1. Open the Email Address Form by typing **GOAEMAL** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the student ID number and select **Next Block**

3. Student email addresses will appear.

All email addresses on record will be displayed. The iit.edu email address should always be checked as preferred.
View a Student’s Telephone Number

1. Open the Telephone Form by typing **SPATELE** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

   ![General Menu GUAGMNU 7.4.1](image)

   **Go To… SPATELE**

2. Enter the student ID number and select **Next Block**.

3. Student telephone numbers will appear.

   ![Oracle Developer Forms Runtime - Web Open > SPATELE](image)

   **ID: A20009432  Florene, Keren L.**

   ![Telephone](image)

   **Telephone**

   - **Telephone Type:** Campus Phone
     - **Telephone:** 312-1234567
   - **International Access:** 773-123-4567
   - **Address Type:** Campus Mail

   **Telephone**

   - **Telephone Type:** Permanent Phone
     - **Telephone:** 773-123-4567
   - **International Access:** 773-123-4567
   - **Address Type:** Permanent

   **Telephone**

   - **Telephone Type:** FAX
     - **Telephone:** 312-1234567
     - **International Access:** FAX
     - **Address Type:** Campus Mail

   All telephone numbers on record will be displayed as well as type campus, permanent, etc.
View a Student’s Addresses

1. Open the Address Form by typing **SOADDRQ** in the **Direct Access** box of the General Menu and press the **[Enter]** key on the keyboard.

2. Enter the student ID number and select **Next Block**

3. Student telephone numbers will appear.

All addresses on record will be displayed as well as type: Accounts Payable, Campus, Permanent, etc.
Add a comment to a student’s record

Advisors will have access to add comments on a student in the Person Comment form (SPACMNT).

1. Open the Person Comment form by typing SPACMNT in the Direct Access box of the General Menu and press the [Enter] key on the keyboard.

   ![General Menu](image)

   **Go To**... **SPACMNT**

2. Type the **ID** of the student you are looking for **OR** press the [Tab] key to navigate to the name field and type the student’s name (Example: Last, First) and press the [Enter] key on your keyboard.

3. Click the **Next Block** icon to enter the comment.

4. Select **Insert Record** to add a comment.

5. Input required information by clicking on the arrow next to each field and selecting the appropriate content from the list.

6. Click in the **Comments** box and type in your comments.

7. Click **Save** before exiting the form.