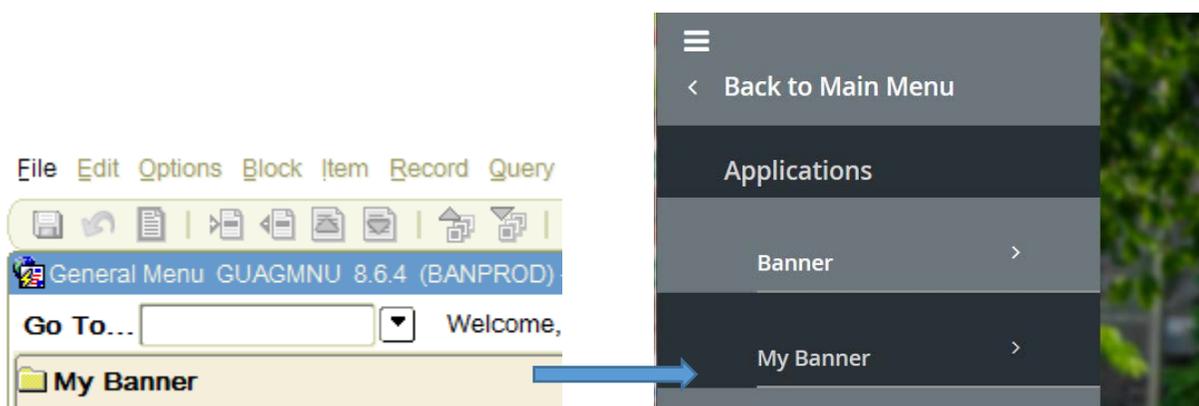


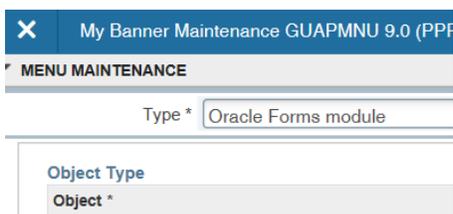
Banner 9 Tips

Pages Stored for Quick Reference in "My Banner"

The forms you saved in your "My Banner" folder in Banner 8 will transfer to Banner 9 and can be accessed from the Applications menu.



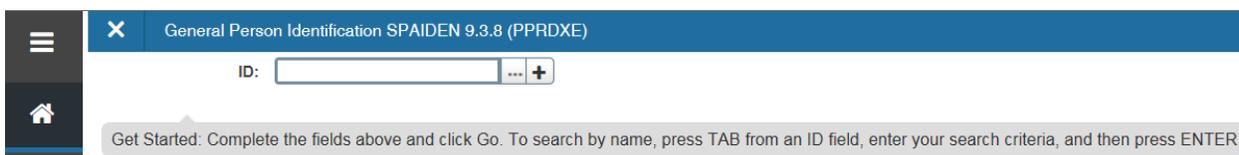
If you don't have pages in your "My Banner" folder or would like to change your selections, you can go directly to GUAPMNU to make those choices:



If you want to add GUAPMNU to your My Banner folder then it will be on your menu for later reference.

Name field shows as needed

In Banner 9, the name field at the top of each page shows when a user enters an SID, or hits Tab or Enter. Note the gray callout providing a tip on the name field showing:



After tab or enter key:

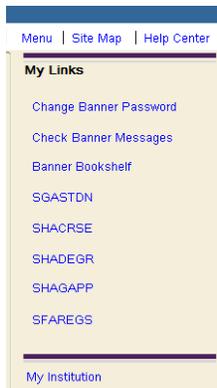
General Person Identification SPAIDEN 9.3.8 (PPRDXE)

ID: ...

Get Started: Complete the fields above and click Go. To search by name, pre

“My Links” 1—click links are not yet accessible

If you configured links in the “My Links” on the right side of your Banner 8 home screen, they are not yet accessible in Banner 9.



Filtering in SSASECQ

If you go directly to SSASECQ or start in an SSA% form and query for sections, your search is done in SSASECQ. To avoid an error message, do not use the look-up button to retrieve the term or part of term codes; instead, enter the codes. You should have a term code entered as part of your filter search.

Filing a Graduation Application on Behalf of a Student

When filing a graduation application on behalf of a student, there is a step that needs to take place prior to using the Apply to Graduate button in SGASTDN or SFAREGS. The user should hit the Duplicate button and save prior to using the Apply to Graduate button. This ensures that the expected graduation information the advisor updated in SGASTDN transfers into SHAGAPP. As with the current process to review these fields in SHAGAPP *before* saving and before using the create/update degree record button, the user should ensure the correct combination of graduation term, year, and date are present before proceeding. The AP status is also entered in SHAGAPP. Please see [Filing a Graduation Application on Behalf of a Student](#) for details.

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201840	Fall 2018

Graduation Information

Graduation Term:

Graduation Year:

Graduation Date:

Graduation Status:

Registration Audit Trail

User name and activity date are now at the bottom of a highlighted row in Banner 9 so they do not show as columns on SFASTCA the registration audit trail form. You can also view and sort this information quickly by using the Tools menu to export the data, which includes the user name and activity date.

The screenshot displays the SFASTCA registration audit trail interface. At the top, a header bar shows the current record details: "Activity Date 05/14/2018 09:01:44 AM" and "Activity User KARIG". Below this, a table header is visible with columns for "READ", "Record: 1/16", and "SFASTCA.SFASTCA_SEQ_NUMBER [1]". The "ellucian" logo is in the bottom right corner of the header. Below the header, a navigation bar contains buttons for "DD", "RETRIEVE", "RELATED", and "TOOL". A search bar with a magnifying glass icon is positioned above the "ACTIONS" menu. The "ACTIONS" menu is open, showing two options: "Refresh" (F5) and "Export" (Shift+F1). The "Export" option is highlighted in blue.