


Self-Service Banner Look-Up Classes

1. Log into SSB (self-service Banner)
2. Choose the **Faculty/Staff Services** tab
3. Click **Look Up Classes**
4. Select the term and submit
5. On the **Student and Advisee ID Selection** page, search for Sandy, either via her Banner ID (B00557797) or her last name (Student). Click Submit

Student and Advisee ID Selection

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID

B00557797

Enter Sandy Student's BID
(B00557797) OR...

OR

Student and Advisee Query

Last Name:

Student

First Name:

Sandy

...enter the last and first
name

Search Type: Students

Advisees


Both

All

Submit

Reset


6. The next page is **Student Verification**, so assuming you found Sandy, click Submit:

 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Sandy M. Student is the name of the student or advisee that you selected.


Submit

7. On the **Faculty Student PIN** page, enter her PIN (111111) and click Submit:

 Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.

Enter Sandy M. Student's PIN: Enter Sandy's PIN (111111)

8. On the **Look-Up Classes** page, choose your department from the drop-down menu.

 Use any combination of the selection options to search for particular classes in the class schedule. Choose Class Search when your selection is complete.

Subject:

 Select your subject and click on Class Search at the bottom of the page

Course Number:

Title:

Credit Range: hours to

Course Level:

9. When you click **Class Search**, the resulting output page can be printed (be sure to change to LANDSCAPE mode). It can also be cut-and-pasted into Excel or Word.

Sections Found

Bilingual Exeptional Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	2211	BXE	626	01	M	3.000	ASSESS T IN BSE		04:30 pm- 07:10 pm	15	5	10	0	0	0	Sarita C. Samora (P)	08/27- 12/13	KETC 109	
SR	2213	BXE	628	01	M	6.000	BSE FLD PRA	W	04:30 pm- 07:10 pm	10	0	10	0	0	0	Sarita C. Samora (P)	08/27- 12/13	OFC OFC	

All results displayed: 2 courses total