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

OR

Student and Advisee Query

Last Name: Student
First Name: Sandy
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:

![Image of Faculty Student PIN page]

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

![Image of Look-Up Classes page]

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.