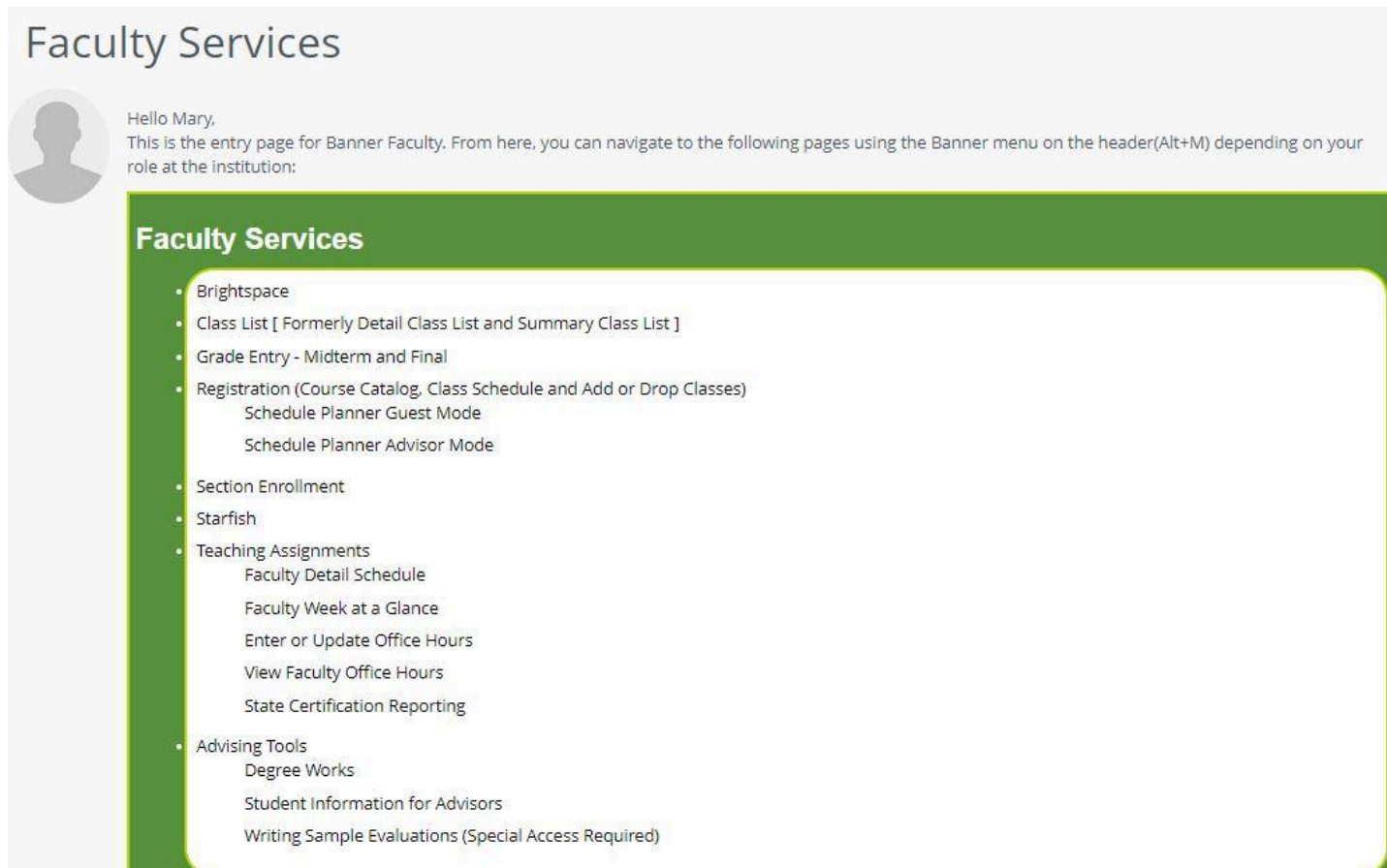## Self-Service Banner 9 How To: <u>Log In and Access the Faculty Menu</u>

This guide provides step-by-step instructions for faculty and staff on accessing the Self-Service Banner 9 system and what the main menu looks like.

If you ever have any questions about how to navigate Banner, you can contact:
- Registrar - registrar@sunyacc.edu
- Help Desk - help@sunyacc.edu

1. Go to https://banner.sunyacc.edu/StudentSelfService/
2. Enter your network ID and password (Not your 500 Number and pin)
3. This will take you to the following menu:

4. The **Faculty Services** section has links to both Self-Service Banner - 9 and Self-Service Banner - 8.
   a. Brightspace will take you to the Brightspace system.
   b. Class List shows you your registered student information. See the Accessing Course Information and Student Profiles for Faculty help document for additional details
   c. Grade Entry information will be sent later in the Fall 2023 semester when Midterm Grades are requested.
   d. Registration is where course catalog and Browse Classes section information is available.
   e. Section Enrollment will redirect you to the SSB-8 page.

f. Starfish will take you to the Starfish system.

g. Teaching Assignments section links allow you to:

    i. View your current detailed and week at a glance schedule

    ii. The Enter or Update Office Hours section will walk you through adding your office hours in the new system. Select a term and then the CRN to enter this information.

    iii. View Faculty Office Hours will redirect you to the SSB-8 page.

    iv. State Certification Reporting will redirect you to SSB-8 for you to update your attend/not attend records when prompted

h. Advising Tools

    i. Degree Works

    ii. Student Information for Advisors - this area is limited to administrative advisors, faculty advisors, and administrators needing access to view student records in the scope of their job.

    iii. Writing Same Evaluations will redirect you to SSB-8 - this area is limited to faculty and administrators needing access in the scope of their job.

5. **My Account:** this section is where your personal information is listed like your mailing address, emergency contact information, and direct deposit information

6. The very bottom of the page will have a list of links that are for students to use. You may see this area if you have ever been a student at SUNY Adirondack either as a continuing education, non-matriculated, or matriculated student.

NOTE: Additional links and information will be added to this document as sections are moved to SSB-9.