



Access

You can request access to Ursa and the Banner databases/functions within it by going to www.unco.edu/aboutursa and clicking on the **Forms and Resources** link and then on the link to the **Student Module Security Form**.

Follow the instructions on the top of the form to submit and make sure to fill out the brief job description because it helps us determine what access you need

Logging On

To logon to Ursa you will need to go to <http://ursa.unco.edu>. Enter your network logon information (first name.last name) and password.

Banner Production (also known as Internet Native Banner or INB)

This replaces XDB. To get to Banner Production, click on the **Employee Tab** once you have logged on to Ursa, then click on the **Banner Production** folder (link).

Some of the frequently used forms in Banner Production are:

- **SPAIDEN** – this is where you will view basic student information such as name, address, phone, and email.
- **SGASTDN** – this is where degree information is located. You can also find residency and student classification here.
- **SHATERM** – this is where you can look at GPA, total hours completed and first/last terms attended.
- **SOAHOLD** – this is where student holds can be viewed.
- **SFASLST** – this is where you can access class rosters
- **SFAREQQ** – this is a quick glance at what a student is registered for.
- **SGAADVR** – this is where you can view who a student's advisor is.
- **SFASTCA** – this is where you will look at a student's registration history for the term.
- **SHACRSE** – this is where you can get a list of the courses that a student has taken at UNC.
- **SHATRNS** – this is where you can view transfer work that has been articulated, by institution
- **SFASRPO** – this is where registration overrides can be done

Banner Self-Service

This is the portion of Ursa that replaces Webster. To get to Banner Self-Service, click on the Faculty tab once you have logged in to Ursa, then click on the Banner Self-Service folder (link).

This and other Ursa help sheets are available at www.unco.edu/aboutursa or in the Help Sheets channel of the Help tab in Ursa.