

Banner Quick Tips

- **Access**
 - You can request access to Ursa and the Banner databases/functions within it by going to www.unco.edu/aboutursa/resources.html and clicking on the security form that fits your request as a faculty member, student, or employee.
 - 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 <https://ursa.unco.edu>. Enter your network logon information (first name.last name) and password.
 - Production Banner (also known as Internet Native Banner or INB)
 - To get to Production Banner, click on the Employee Tab once you have logged on to Ursa, then click on the Production Banner Admin Pages link.
- **Some of the frequently used forms in Banner 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.
 - SFAREGQ - 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.
- **Self Service Banner**
 - To get to Self Service Banner, click on the Employee tab once you have logged in to Ursa, then click on the Self Service Banner(SSB) link.

- Important Note

- Whenever you use Ursa, don't forget to log out. Ursa contains personal information such as grades, financial aid, e-mail addresses, etc. and if you don't log out someone else might be able to access it.

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