



## 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](http://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.

Reviewed: 06/17/20