

# Using Self Service Banner



## **Irish Institutes of Technology MIS Project an CHÉIM**



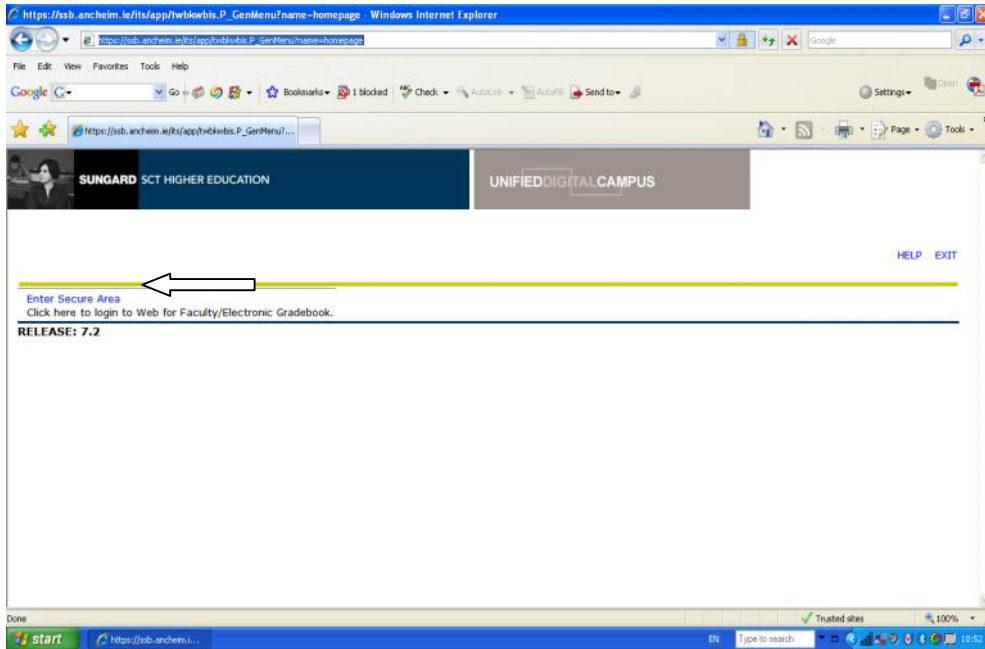
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## Logging onto Self Service Banner

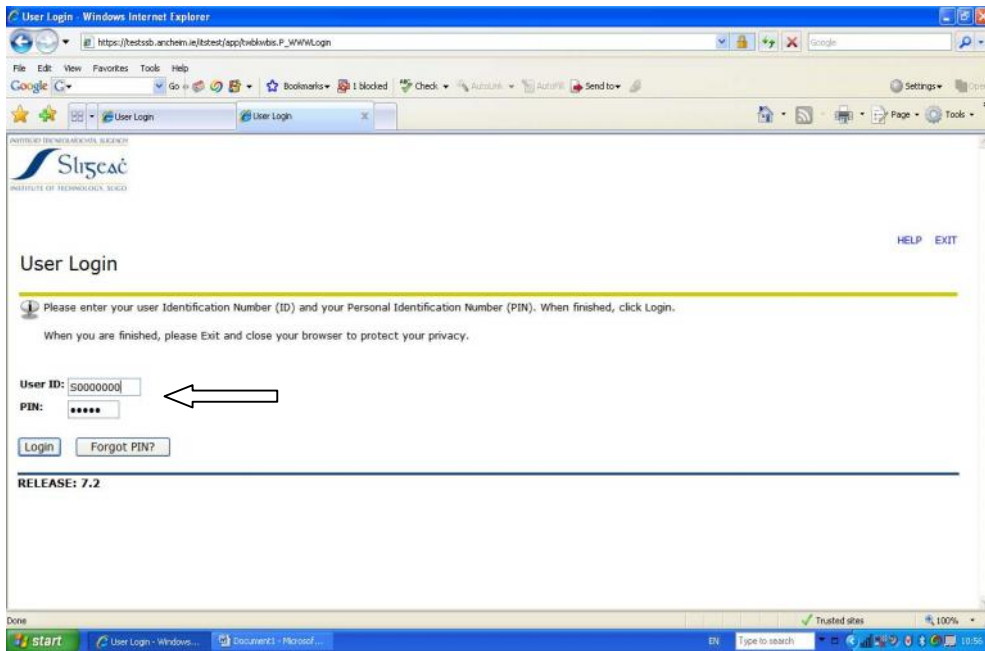
Before using Self Service Banner please ensure that you have Internet Explorer web browser installed on your PC. (Recommended version IE6.0 or greater)

Then, in order to access the system, you must log in using the User ID and PIN that has been forwarded to you by email or letter.



**Figure 1 Self Service Banner Homepage.**

From the Self Service Banner homepage, click on Enter Secure Area to access the Login page.

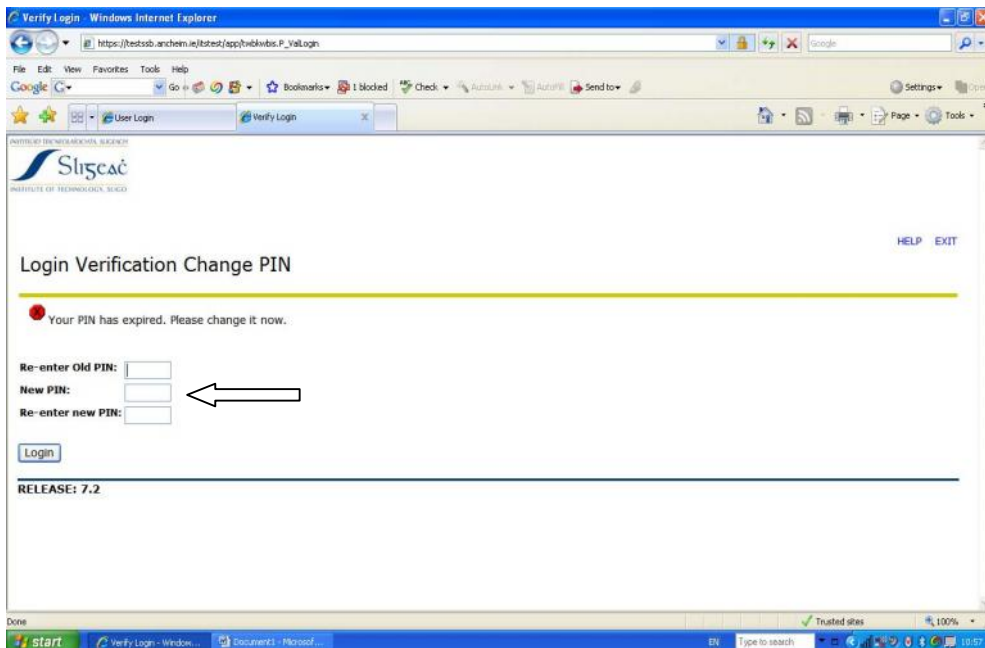


**Figure 2 Login page.**

When the Login page opens, enter your User ID and PIN and then click the Login button.

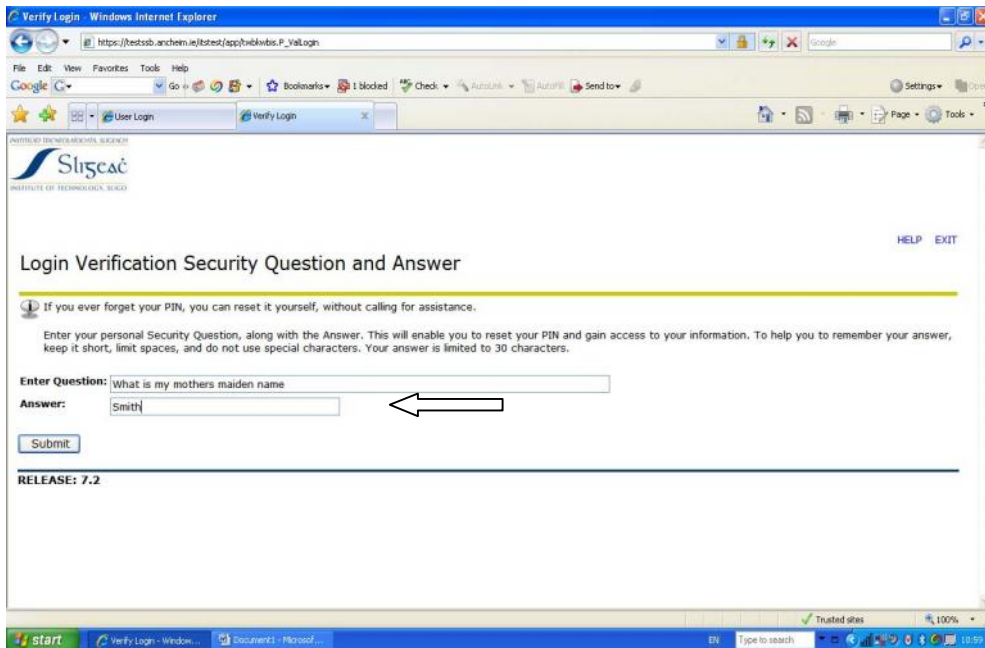
The first time that you log in, you will be forced to create a new PIN. This is for security purposes to protect the integrity of your login account.

Please note: It is very important that you keep your ID and PIN private. This will ensure that your examination performance is only accessible by you.



**Figure 3 Login Verification PIN Change window.**

When you login for the first time and change your PIN, you will be presented with a page in which you can set a question on their account. Again, this question is used for security purposes to protect the integrity of the account.

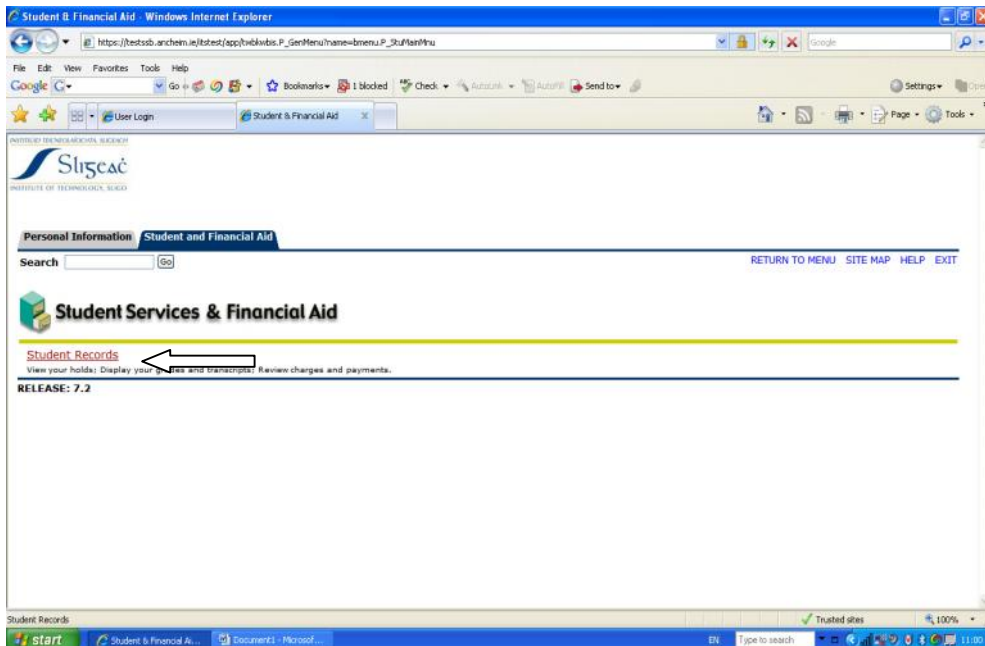


**Figure 4 Login Verification Security Question and Answer.**

## Self Service Banner Main Menu

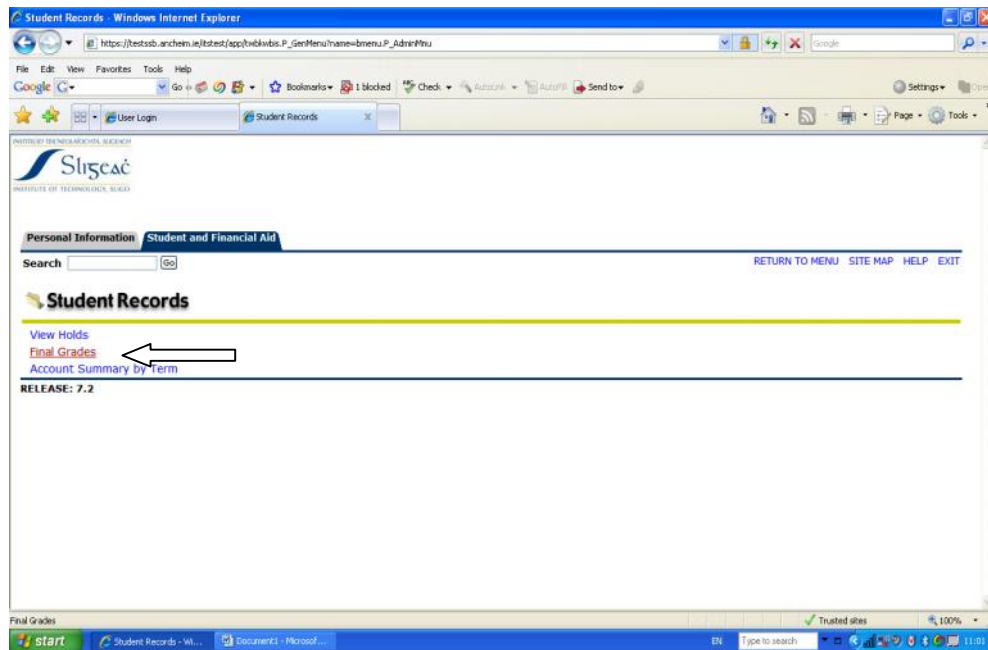
After the student has logged in, the Main Menu will be displayed.

In the Main menu, the student must click on the Student Services and Financial Aid link. This opens the Student Records page. Select the Student Records link.



**Figure 6 Student Services & Financial Aid menu.**

In the Student Records page, click on the Final Grades link.



**Figure 7 Student Records menu.**

## Final Grades

The Final Grades page enables you to view your grades/marks for a selected term. After selecting the Final Grades option from the Student Records menu, you must select a term for which to view grades/marks. The only terms that will display in the pull-down list are terms for which the student has results entered for.

After selecting a term, click the Submit button. This opens the Final Grades page. If your results are being held for some reason, this will prevent you from seeing your examination performance at this time. Furthermore, the message

“Your grades are not available due to holds on your record”

will display.

To view your holds, you can click on the View Holds link on the Student Records menu.

The Final Grades page is divided into 3 sections namely,

1. Student Information
2. Results to Date
3. Course Work.

## Student Information

This section displays the your course details for the term selected in the Final Grades – Select Term page. The details include

- 🕒 The student term
- 🕒 The student's current Programme or Course title.
- 🕒 The student level – e.g. NQF Level 6, 7, 8 etc
- 🕒 The student's Academic Standing
- 🕒 The student's class or stage.

## Overall Results to Date

This section contains the following information:

- ① The student's Programme or Course Title.
- ① The Stage/Semester values.
- ① Credits earned for the relevant Programme/Course for the stage/semester.
- ① GPA for the relevant Programme/Course for the stage/semester.
- ① Overall result for the relevant Programme/Course for the stage/semester.

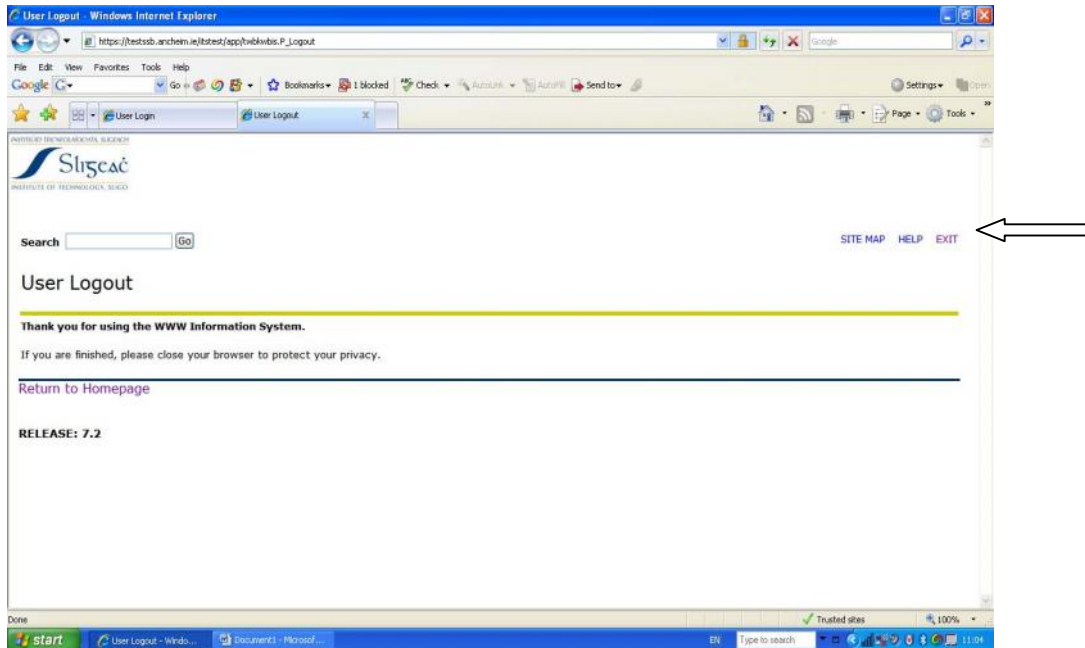
## Course Work

The Course Work section contains the individual subjects results that the student achieved in the term selected. The information displayed includes.

- ① The Stage/Semester values.
- ① The Subject code values (CRN, Subject, Course codes)
- ① The Subject Title
- ① The Credits Earned for the relevant subject.
- ① The Grade the student achieved in the relevant subject.

## Logging Out

Students must log out of the Self Service Banner system by clicking on the Exit button in the top right corner of any page.



**Figure 11** Selecting the Exit button.

After selecting the Exit button, you will be presented with User Logout page. You have now successfully logged out of Self Service Banner. To login again, click the Return to Homepage link.