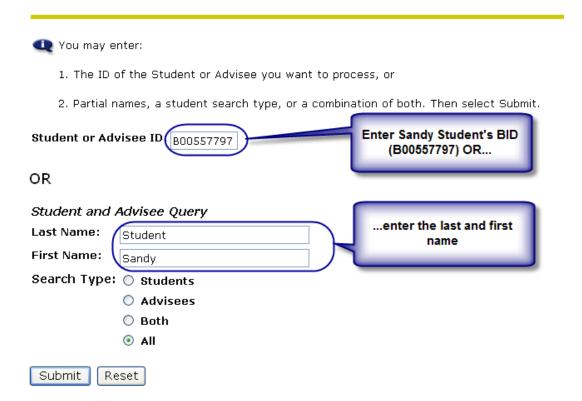
## Self-Service Banner Look-Up Classes

- 1. Log into SSB (self-service Banner)
- 2. Choose the Faculty/Staff Services tab
- 3. Click Look Up Classes
- 4. Select the term and submit
- 5. On the **Student and Advisee ID Selection** page, search for Sandy, either via her Banner ID (B00557797) or her last name (Student). Click Submit

## Student and Advisee ID Selection

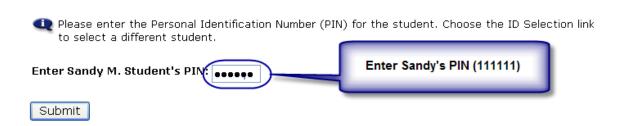


- 6. The next page is **Student Verification**, so assuming you found Sandy, click Submit:
- Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Sandy M. Student is the name of the student or advisee that you selected.

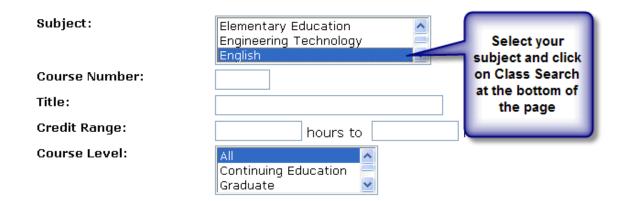
Submit

7. On the Faculty Student PIN page, enter her PIN (111111) and click Submit:



8. Om the **Look-Up Classes** page, choose your department from the drop-down menu.

Use any combination of the selection options to search for particular classes in the class schedule. Choose Class Search when your selection is complete.



 When you click Class Search, the resulting output page can be printed (be sure to change to LANDSCAPE mode). It can also be cut-and-pasted into Excel or Word.

Sections Found																			
Bilingual Exeptional Education																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Сар	Act	Rem			XL Rem	Instructor	Date (MM/DD)		Attribute
SR	2211	BXE	626	01	М		ASSESS IN BSE		04:30 pm- 07:10 pm	15	5	10	0	0		Sarita C. Samora (P)		KETC 109	
SR	2213	BXE	628	01	М	6.000	BSE FLD PRA		04:30 pm- 07:10 pm	10	0	10	0	0	-	Sarita C. Samora (P)		OFC OFC	
All res	ults o	lispla	yed:	2 co	urses	s total													