

Registration Using Self-Service Banner (SSB)

Once you have logged into OneTech, locate Self-Service Banner (SSB) by either clicking the hamburger menu and selecting SSB, or by locating the campus tools card and selecting SSB in the Banner Tools menu.

The image shows two alternative ways to reach the Self-Service Banner (SSB) in OneTech. The left screenshot shows the main OneTech interface with a hamburger menu icon (three horizontal lines) highlighted by a yellow box and an arrow pointing to it. Below the menu is a yellow banner that says "Welcome to the all new OneTech!!" and "1 of 4". To the right of the main content is a navigation menu with options: Home, Discover, and Sign out. Below these are "RESOURCES" including links for Email, Campus Support, Blackboard, Self-Service Banner (SSB) (highlighted with a yellow arrow), Change Password, OneTech Help, and Course Catalog. The right screenshot shows the "Campus Tools" menu with a "Banner Tools" section. Under "Banner Tools", there is a list of options: Application Navigator, Self-Service Banner (SSB) (highlighted with a yellow arrow), Argos Reporting System (Documentation), ePrint, AppXtender, and Employment Processing.

First, you must look up the student's transcript to determine which classes are appropriate for registration.

This screenshot shows the "Faculty Services" menu. The "Advisor Menu" is expanded, showing several options: Term Selection, Advisee Listing, Math Placement, ID Selection, Advising Comments, Student Academic Transcript, and Schedule Planner Guest Mode. A yellow callout box with a black border points to the "Student Academic Transcript" option. The text inside the callout box reads: "Select Faculty, Advisor Menu and then select Academic Transcript."

This screenshot shows the "Select Term" page. The breadcrumb trail is "Home > Faculty and Advisors > Advisor Menu > Term Selection". There is a dropdown menu labeled "Select a Term:" with "Fall Term 2010" selected. A yellow callout box with a black border points to the dropdown menu. The text inside the callout box reads: "Select the term". Below the dropdown is a "Submit" button.

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

Enter the Student's ID (the T must be capitalized), or search by name (not case sensitive) in the Query fields, then click Submit.

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

Submit

Reset

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.



****Privacy Note**** Although this would appear to be "directory information", please treat it as CONFIDENTIAL. The student may have officially requested that the information not be made public.

Connie C. Herring is the name of the student or advisee that you selected.

Submit

Verify you have the correct student selected and click Submit.

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Advising

Display Transcript

Leave the options as All Levels (undergrad and graduate) and Advising. Click Display Transcript.

NOTE: You can only view the transcript online; any transfer work will be listed first, the most recent ATU coursework will be at the bottom.

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Student Academic Transcript

Home > Student Academic Transcript

Click the Return to Menu arrow to get back to the Student Information Menu and complete registration.



Personal Information | Student | Financial Aid | Faculty Services | Employee

Student Information Menu	Advisor Menu	Term Selection	CRN Selection
<ul style="list-style-type: none">Term SelectionStudent Address and PhonesStudent ScheduleRegister Students and Add/Drop ClassesView Test Scores	<ul style="list-style-type: none">ID SelectionStudent E-mail Address	<ul style="list-style-type: none">Student InformationAcademic TranscriptRegistration History (Includes Grades)Registration Overrides	<ul style="list-style-type: none">Degree Works

Click Register Students and Add/Drop Classes

Faculty and Student Registration Codes

Information for [Connie C. Herring](#)

Please enter the Faculty Registration Code to add or drop classes from the student's schedule. If you wish to let the student register him/her self then you must give the student his/her Student Registration Code. This code is only active for the current registration cycle. Choose the ID Selection link to select a different student.

For Your Information: At least six of the hours in which the student enrolls, must have started before he/she may receive an approved Federal loan.

Full Name: Herring, Connie C.
Student T#: .
Student Email: .
Student Birthday: .

Student Registration Code: 917419

Faculty Registration Code: 081179

Enter [Connie C. Herring's](#) Faculty Registration Code to add or drop classes:

Submit

Enter the Faculty Registration Code and click Submit.

NOTE: the Student Registration Code is the code you may elect to give to the student so he/she may register and add/drop classes.

If the student is already registered in a course(s) they will appear here; to drop, select Web Drop from the Action drop-down box.

Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

Information for [Christine L. Dalina](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 15, 2010	None	70226	PSY	2074	001	Undergraduate	4.000	Standard Letter	EXPERIMENTAL PSYCHOLOGY

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 29, 2010 01:00 pm

Add Classes Worksheet

CRNs

Enter the CRN(s) for any new/additional courses, then click Submit Changes.

Submit Changes

Class Search

Reset