

SFAREGS Training Notes – 6/17

Most difficult parts of the process:

1. Signing on to INB Banner
2. Navigating around forms – not particularly intuitive!
3. When stuck on a course DD delete(Shift F6) in course status

Siena Community Page

Banner Access – (*today select INB Test) Select Production to actually register students
“Run” Banner access

Sign on using Banner User Id and Password (Not network sign on)

In ‘Go to’ type SFAREGS

“X” out of SOADEST (Once per session)

Term – 201830

Student 901 – either type or cut/paste from spreadsheet

CTRL Page Down TWICE

Enter CRN from the Section Report- Tab- Save (F10) TWICE (if entering a lecture and linked lab, both CRN’s need to be entered before saving)

If no errors – mark the student schedule form timeslot – CTRL page down twice and enter the next CRN

Press F10 a Third time to get back to the Key Block to enter another student 901 or sign out.

Error Messages after attempting to save a registration request: (you will not be able to leave a student registration if there are any unresolved errors) Always check the hint line when you get stuck!

Closed (or Closed-X) – the section is closed – DD Delete (Shift F6) in Status

Time conflict with 3XXXX – delete one of the sections

Linked Course Req – both CRN’s need to be entered at the same time before saving

Pre-req and Test Score Error – delete the section or contact Angela

Waitlist w/# - delete the section

If the screen freezes – go to Block drop down and select Clear

Scheduling advise – do not schedule back to back to back sections on the same day unless you have no other choice

Contact info -

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Jim - 783-2368

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When done, update the spreadsheet, X all the way out and shut down – kick back and have a beverage of your choice – you earned it!