

SFAREGS Training Notes – 6/18

Siena.edu – menu

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 – 201930

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!

Overrides – Do NOT override errors without speaking to the Asst. Dean. Problems related to section size, room availability, student conflicts, linked labs and other issues can be created if you choose to override errors. Under NO circumstances should you select ALL in the override column, even if you have permission to use the function – always use the YES option.

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 WL status will waitlist

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 -

School of Science 783-2440, Jim - 783-2368, Dora – 783-2341

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!

Query: F9 with focus on blank CRN