

DSU Banner 9 Student Self Service User Guide

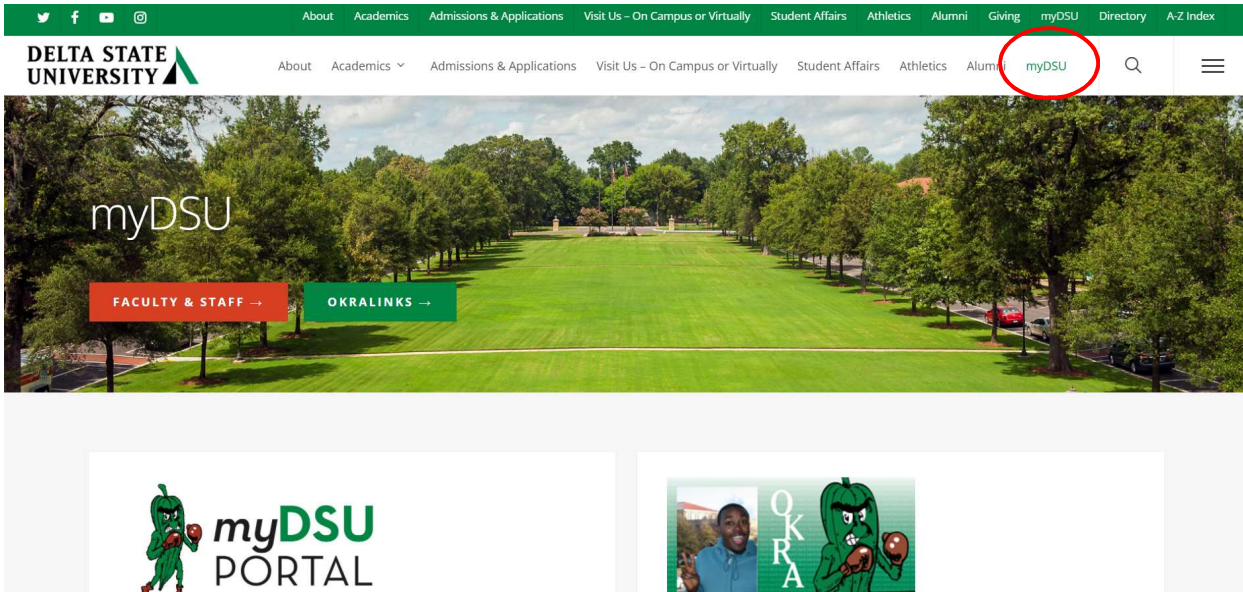
Contents

Banner 9 Self Service Introduction.....	2
Navigation and Access.....	3
Personal Information.....	4
Phone Number Section.....	5
Address Section	6
Emergency Contact Section.....	6
Student Services and Financial Aid Dashboard.....	7
Curriculum, Hours & GPA	8
Prior Education and Training.....	8
Academic Transcript.....	9
Registration.....	9
View Registration Information	10
View Grades Tab	10
Account Information.....	11
Account Detail for Term.....	11
Student Tax Information.....	12
Graduation Application.....	12
Graduation Application Status	13
Financial Aid.....	13
Request Printed Transcript.....	14
View Requested Transcript.....	14

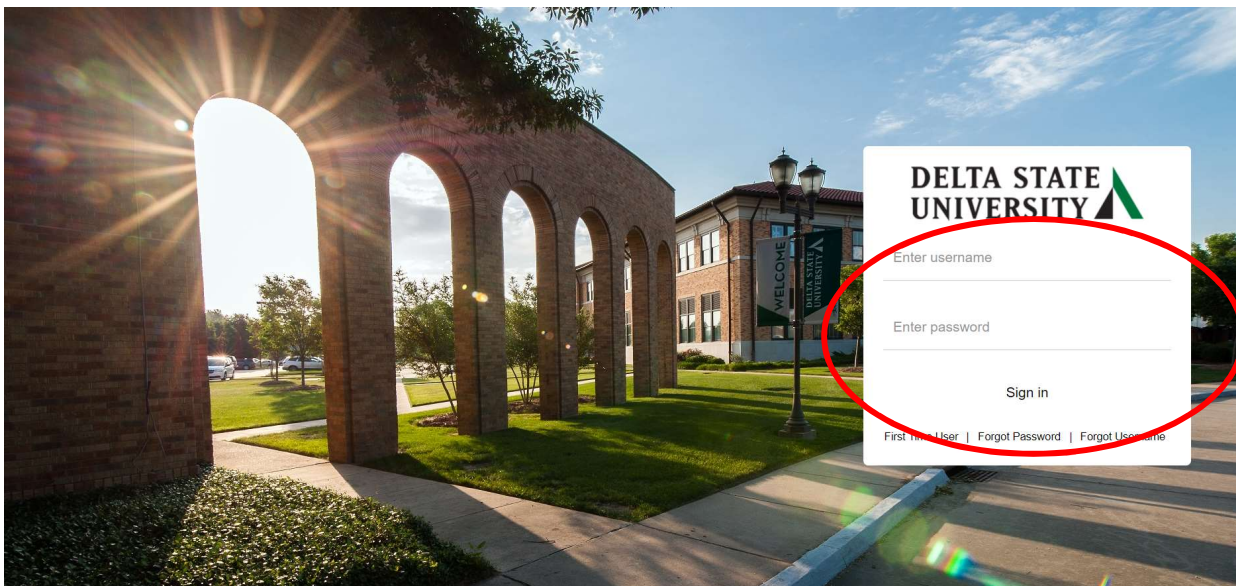
Banner 9 Self Service Introduction

Welcome to the Banner 9 Self-Service User Guide. This document will assist you with the new features that are available to Banner 9 Self Service.


You can access Banner 9 Self Service from the myDSU portal located on the main page of the Delta State University website. (deltastate.edu)




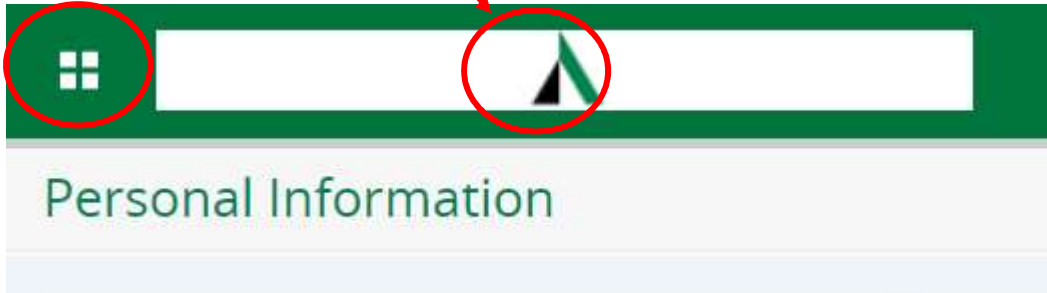
Log in with your DSU credentials.




Navigation and Access

 allows navigation between the different services, i.e. Student services, personal information, faculty services, finance, and employee services

 is the home button that takes you back to the landing page for each area.



 From here, you will have the option to select the following links:

- Personal Information
- Student Services and Financial Aid



Personal Information

Once logged in you will see personal information. This page allows you to review and edit the personal information that you have registered with at Delta State University.

You can navigate to other services you have access to by clicking on the four-square icon, then clicking on the Banner option. Throughout this document, this will be referred to as the Banner Menu.

Banner Menu

Log Out

Personal Information

Mr Delta Statesman

Personal Details

First Name	Middle Name	Last Name
Delta	-	Statesman
Date of Birth	Marital Status	Legal Sex
March 15, 1987	Single	Male
Preferred First Name	Personal Pronoun	Gender Identification
Tommy	-	-

Email

Delta State University Email Address (Preferred)

dstates@deltastate.edu
(Not Updateable)

Phone Number

Permanent/Parent (Primary)

662 111111
(Not Updateable)

+ Add New

Click on the information you wish you view, add or edit or from the new Banner Menu, click personal information.

From here you will have access to the following links:

- Personal Information
- Student Services and Financial Aid


Banner

Personal Information

Student Services and Financial Aid


The personal information will display your Details, Email, Phone Number, Address, Emergency Contact, and Additional Details. You can add, edit, and delete your personal information the university allows. Within each section click the corresponding buttons (see highlighted below).

NOTE: SOME INFORMATION IS NOT UPDATABLE AND CAN ONLY BE CHANGED BY CONTACTING THE APPROPRIATE OFFICE (REGISTRAR'S FOR STUDENT AND HR FOR FACULTY AND STAFF)

By clicking the  or if you see the pencil icon this means the fields are editable and you are allowed to add new, edit existing, or delete information about that field.

Phone Number Section


You can add a new phone number or edit/delete an existing phone number.

To add a new phone number, click the  button. Select the phone number type you want to add. You have the option to add a cell phone, a cell phone/text messaging or a mailing (current residence) You may also check this number as primary and/or unlisted.

NOTE: IF A PHONE NUMBER DOES NOT HAVE AN EDIT OR DELETE BUTTON BELOW THE PHONE NUMBER, IT IS NOT UPDATABLE AND YOU WILL HAVE TO CONTACT THE APPROPRIATE OFFICE (REGISTRAR'S OFFICE FOR STUDENTS OR HR OFFICE FOR FACULTY AND STAFF) TO DISCUSS ANY CHANGES.

Address Section


You can add a new address or edit/delete an existing address.

To add a new address, click the  button. Select the address type you want to add. You have the option to add a billing or mailing (current residence).

Add Address ×

Type of Address Select Address Type	Valid From MM/dd/yyyy	Valid Until MM/dd/yyyy
Address Line 1 Enter Address Line 1	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4 Enter Address Line 4	City Enter City	State/Province Select State
County Select County	Zip/Postal Code Enter Zip Code	Country Select Country


Add

To delete an existing address, click on the  Delete button below the address you want to delete. You will receive a warning message to confirm the decision. Click Delete to confirm. Or Cancel if you change your mind.

NOTE: IF AN ADDRESS DOES NOT HAVE AN EDIT OR DELETE BUTTON BELOW THE ADDRESS, IT IS NOT UPDATABLE AND YOU WILL HAVE TO CONTACT THE APPROPRIATE OFFICE (REGISTRAR'S OFFICE FOR STUDENTS OR HR OFFICE FOR FACULTY AND STAFF) TO DISCUSS ANY CHANGES.


Emergency Contact Section

You can add a new emergency contact or edit/delete an existing emergency contact.

To add a new emergency contact, click the  button. Enter the information of the emergency contact you wish to add. You may add multiple emergency contacts in this section. You can also number the order of the emergency contact.

Add Emergency Contact ×

Order 1		
First Name Enter First Name	Middle Name Enter Middle Name	Last Name Enter Last Name
Relationship Select Relationship		
Phone Number Area Code	Phone Number	Extension
Address Line 1 Enter Address Line 1	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4		

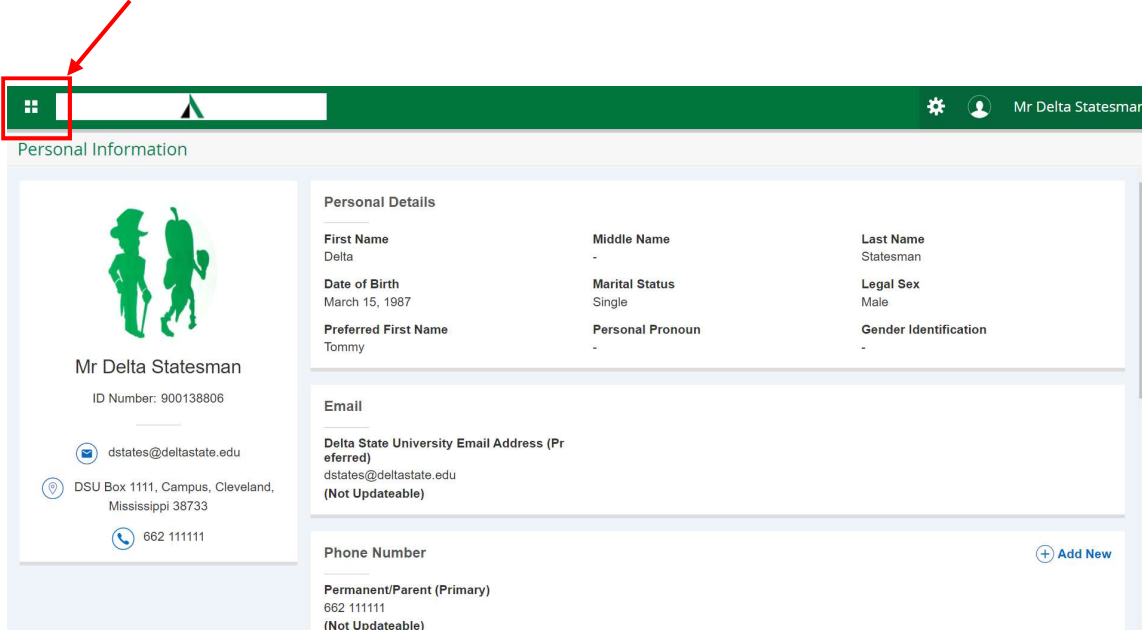
To delete an existing emergency contact, click on the  Delete button below the emergency contact you want to delete. You will receive a warning message to confirm the decision. Click Delete to confirm. Or Cancel if you change your mind.

Student Services and Financial Aid Dashboard

The student services and financial aid menu is available for all students. This module allows students to view curriculum, courses, grades, academic transcripts, register for classes, request transcripts and graduation, make payments to the University, and access their 1098 T tax information.

Select the Banner Menu in the top left corner next to the DSU logo.

Banner Menu



The screenshot shows the user profile page for 'Mr Delta Statesman'. The top navigation bar is green and contains a white grid icon (the Banner Menu) on the left, a search bar, a settings gear, and the user's name 'Mr Delta Statesman'. A red box highlights the grid icon, with a red arrow pointing to the text 'Banner Menu' above it. Below the navigation bar, the page is titled 'Personal Information' and displays a profile card for 'Mr Delta Statesman' with contact information and a 'Personal Details' section containing fields for First Name, Middle Name, Last Name, Date of Birth, Marital Status, Legal Sex, Preferred First Name, Personal Pronoun, and Gender Identification. There are also sections for Email and Phone Number.

Click the



Select “Banner”, then Student Services and Financial Aid



The screenshot shows the Banner menu interface. At the top is a green navigation bar with a white grid icon on the left and a search bar. Below this is a white bar with a back arrow and the text 'Banner'. Underneath is a green bar with the text 'Personal Information' and a right-pointing arrow. At the bottom is a white bar with the text 'Student Services and Financial Aid' and a right-pointing arrow. A red box highlights the 'Student Services and Financial Aid' option.

From this page, you will be able to navigate all menus available for students. Looking at this page, you will be able to view a snapshot of your Bio Information, Curriculum, Hours, and GPA along with your current instructors. On the left-hand side, you will be able to take a deeper dive into the menus to view important information about you as a student.

Curriculum, Hours & GPA

Curriculum, Hours & GPA show a snapshot of your overall classes students are currently enrolled in along with their academic standing.

Student • Student Profile

Student Profile - Mr Delta Statesman (900138806)

Term: Spring 2022 Current term | Good Standing, as of Spring 2021 | 126 | 3.80 | Registration Notices: 4 | Holds: 0

Mr Delta Statesman

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Registration

Bio Information

Email: dstates@deltastate.edu
 Phone: 662 111111
 Gender: Male
 Date of Birth: 03/15
 Ethnicity: Not Hispanic or Latino
 Race: White
 Citizen: Yes
 Citizenship: U.S. Citizen
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided

General Information

Level: Undergraduate
 Class: Senior
 Status: Active student
 Student Type: Returning Student
 Residency: Out-of-state student
 Campus: Main - Cleveland
 First Term Attended: Fall 2017
 Matriculated Term: Not Provided
 Last Term Attended: Spring 2021
 Leave of Absence: Not Provided

Graduation Information

Graduation Applications: [Active\(1\)](#)

CURRICULUM, HOURS & GPA

Primary | Secondary | Hours & GPA

Degree: Bach of Comm Aviation
Study Path: Not Provided
Level: Undergraduate
Program: Flight Operations
College: College of Business
Major: Flight Operations
Department: Commercial Aviation
Concentration: Not Provided
Minor: Not Provided
Concentration: Not Provided
Admit Type: Entering Freshman
Admit Term: Fall 2017
Catalog Term: Fall 2018

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

Prior Education and Training

The prior Education and Training link will show you your education history before attending the University.

Student • Student Profile

Student Profile - Mr Delta Statesman (900138806)

Term: Spring 2022 Current term | Good Standing, as of Spring 2021 | 126 | 3.80 | Registration Notices: 4 | Holds: 0

Mr Delta Statesman

- Curriculum and Courses
- Prior Education and Testing
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General Information

Level: Undergraduate
 Class: Senior
 Status: Active student
 Student Type: Returning Student
 Residency: Out-of-state student
 Campus: Main - Cleveland
 First Term Attended: Fall 2017
 Matriculated Term: Not Provided
 Last Term Attended: Spring 2021
 Leave of Absence: Not Provided

Graduation Information

Graduation Applications: [Active\(1\)](#)
 Awarded Degree: [Bach of Comm Aviation](#)

PRIOR EDUCATION

Secondary Education

School Name	Graduation Date	Location	GPA
Kennedale High School	05/29/2005	Kennedale, TX	86.02

Post Secondary Education

No data available.

TESTING Records 2

Description	Score	Date	Source
Accuplacer Algebra	087	05/22/2017	Test Score Form
Accuplacer Sentence Skills	100	05/22/2017	Test Score Form

Academic Transcript

The Academic Transcript link will show you an unofficial transcript.

Student • Academic Transcript

Academic Transcript

Transcript Level: Undergraduate
Transcript Type: Original Transcript Under-grad

Student Information | Degrees Awarded | Institution Credit | Transcript Totals

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

Name:	Mr Delta Statesman	Birth Date:	Mar 15, 1987	Student Type:	Returning Student
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Curriculum Information

Current Program:

College:	College of Business	Major and Department:	Flight Operations, Commercial Aviation
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Degrees Awarded

Undergraduate awarded:	Bach of Comm Aviation	Degree Date:	04/30/2021	Institutional Honors:	Magna cum laude
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Curriculum Information

Primary Degree:

Major:	Flight Operations
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Institution Credit

Registration

The Registration link will allow you to browse the classes offered and register for new classes.

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
Search and register for your classes. You can also view, and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

View Registration Information

The view Registration Information link allows you to view your current class schedule.

The screenshot shows the 'View Registration Information' page. At the top, there is a navigation bar with 'Student' and 'Registration' links. Below that, the page title is 'View Registration Information'. The main content area is titled 'Class Schedule' and shows a table of active registrations for the Fall 2017 term. Below the table is a 'Schedule Details' section showing a calendar view for the Fall 2017 term.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Applied Meteorology	CAV 256, 01	3	43592	Regular Cl...	Normal Gradi...	Undergraduate	Full Term	None	07/11/2017	Registered	**Register...
Human Factors in Aviation	CAV 373, 01	3	46910	Regular Cl...	Normal Gradi...	Undergraduate	Full Term	None	07/11/2017	Registered	**Register...
Private Pilot Flying	CAV 251, 01	3	46657	Lab	Normal Gradi...	Undergraduate	Full Term	None	08/24/2017	Registered	**Register...

The 'Schedule Details' section shows a calendar view for the Fall 2017 term, with columns for Sunday through Saturday and rows for 3am and 4am.

View Grades Tab

The view Grades link allows you to view grades for the prior semesters. All current grades can be found in Canvas. Current semester final grades will show in DSU online services after Registrar has rolled them to academic history at end of the semester.

The screenshot shows the 'View Grades' page for Mr Delta Statesman (900138806). The page displays the student's GPA summary and primary curriculum information. Below that is the 'Course Work' table, which lists the student's courses and grades for the Fall 2020 semester. A red oval highlights the 'Course Work' table.

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Action
PHY 221, 01	Phy for the Life Sciences I	1	B	B	3.000	3.000	3.000	9.00	40947	
PHY 233, 01	Physics for the Life Sci Lab I	1	A	B	1.000	1.000	1.000	3.00	47822	
PHY 105, 01	Astronomy	1	A	A	3.000	3.000	3.000	12.00	47885	
ENG 206, 01	Introduction to World Literature	1	A	A	3.000	3.000	3.000	12.00	48242	

Account Information

The account Information link will show the current balance of your account. On this page, you will be able to view the holds on your account as well as pay your account balance.

Account Information

Account Transactions Deposits

Charges and payments on your account are listed below, beginning with the most recent. Anticipated credits including pending financial aid are NOT ...

Current Amount Due as of 01/25/2022 \$0.00

Account Balance \$0.00

Date Recorded	Description	Term	Charge	Payment
04/28/2021	Credit Card Payment	Spring 2021		\$50.00
04/16/2021	Graduation Fee	Spring 2021	\$50.00	
02/10/2021	ACH DIRECT DEPOSIT	Spring 2021		\$793.00
02/09/2021	Chapter 33 2/9/2021	Spring 2021		\$1,014.24
01/06/2021	Pell Grant	Spring 2021		\$793.00

Account Detail for Term

The account Detail for Term link allows you to view your Account Detail by Term. Under this tab, you can also make a payment to your account.

Account Detail for Term

Spring 2013

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Spring 2013

Net Term Balance	\$0.00
Net Balance for Other Terms	\$0.00
Account Balance	\$0.00

Student Tax Information

The Student Tax Information-1098 link will allow you to pull your Form 1098-T. Choose the year, click print at the top right.

Tax Notification

Tax Year
2019

A representation of the Tuition Statement form 1098-T is shown below. This will not be sent to you or to the Internal Revenue Service as the amounts do ...

Form 1098-T

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Delta State University Highway 8 West Cleveland MS 38733 United States of America (662) 8464698		1 Payments received for qualified tuition and related expenses \$9,705.99	2019	Tuition Statement
FILER'S employer identification no. 646026565		2 \$		
STUDENT'S TIN *****5709	3	Form 1098-T		
STUDENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code Thomas Allan Kemp 3901 Highway 61 N	4 Adjustments made for a prior year \$	5 Scholarships or grants \$40,035.55	Note: This is an unofficial copy of the form	

Graduation Application

The Graduation Application link allows you to make an application to graduate from the University. Typically, this is filled out two semesters before the expected graduation date. See Registrar and Advisor for more information.

Student • Graduation Application

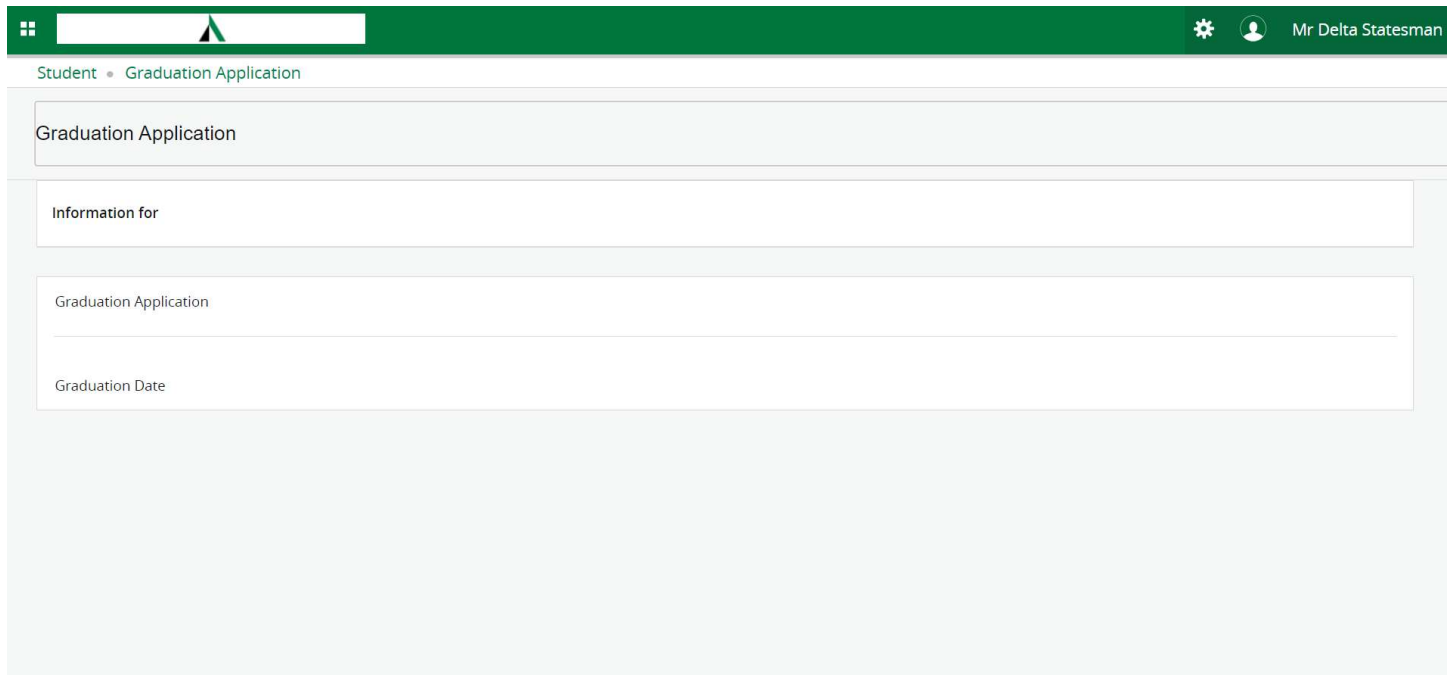
Curriculum Selection

Term
Spring 2021

No curricula available for graduation application.

Graduation Application Status

The Graduation Application Status link allows you to view the graduation application status after it has been submitted.



Student > Graduation Application

Graduation Application

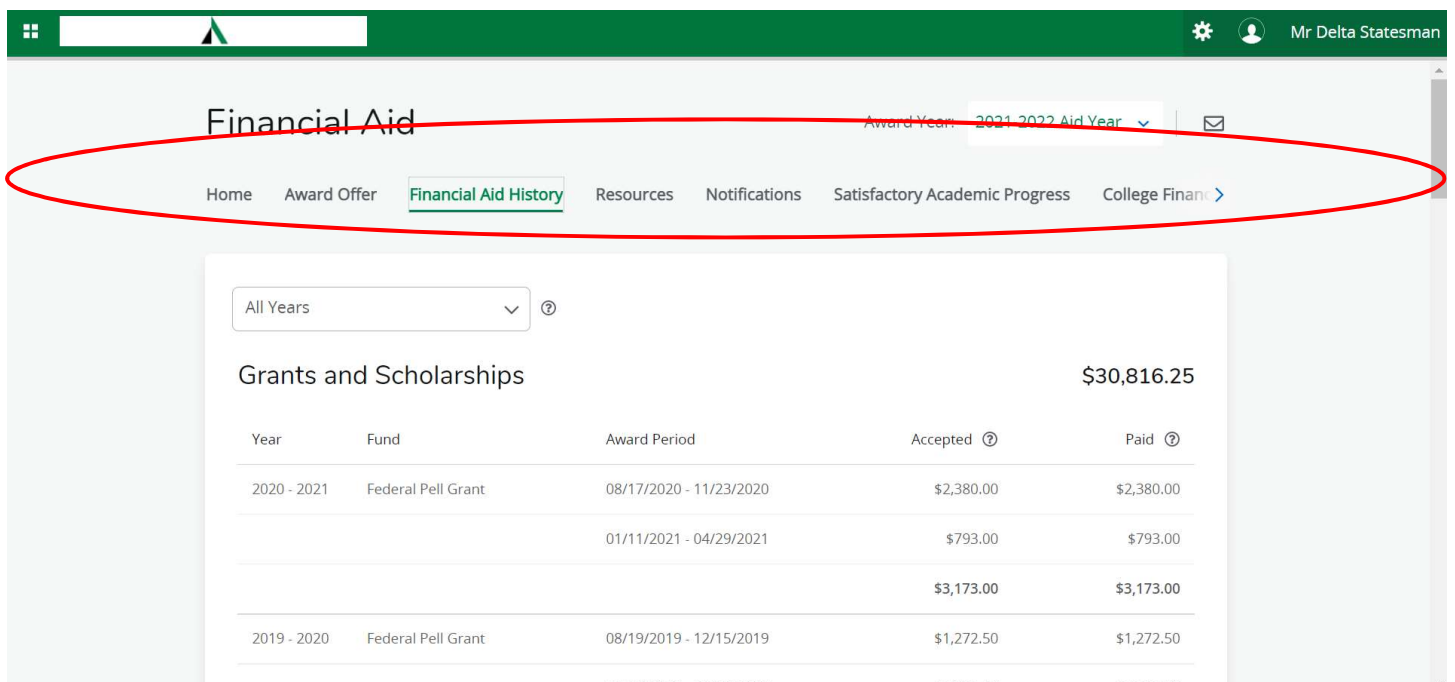
Information for

Graduation Application

Graduation Date

Financial Aid

The Financial Aid link allows you to view your current year's Financial Aid, Financial Aid History, etc. By clicking on the tabs at the top it will take you directly to the information you wish to view. You may view also view other years' information by clicking on the award year drop-down menu.



Financial Aid

Award Year: 2021-2022 Aid Year

Home Award Offer **Financial Aid History** Resources Notifications Satisfactory Academic Progress College Financials >

All Years

Grants and Scholarships

\$30,816.25

Year	Fund	Award Period	Accepted	Paid
2020 - 2021	Federal Pell Grant	08/17/2020 - 11/23/2020	\$2,380.00	\$2,380.00
		01/11/2021 - 04/29/2021	\$793.00	\$793.00
			\$3,173.00	\$3,173.00
2019 - 2020	Federal Pell Grant	08/19/2019 - 12/15/2019	\$1,272.50	\$1,272.50
		01/12/2020 - 05/08/2020	\$1,272.50	\$1,272.50

Request Printed Transcript

The Request Printed Transcript link allows you to request an official transcript from the University.

****Please note Parchment Support does not take orders by phone. Please place your order using this online form.****

Stay up to date regarding shipping delays and service interruptions by visiting www.usps.com and www.fedex.com



Delta State University
Cleveland, MS

Transcript Ordering Services

Delta State University

Information from Delta State University

Please allow up to 24 hours for processing. All transcripts requested after 3:00 pm may not be processed until the next business day. If you have an urgent order, please contact our office upon the completion of your order through our online portal.

A photo I.D. is required to pick up transcripts.

*****If you attended prior to 1993, electronic delivery will not be an option.*****

Please choose one of the following options:

Order PDF Transcript(s)

Order Paper Hard-Copy Transcript(s)

View Requested Transcript

The View Requested Transcript Status link shows the status of the transcript you requested.

Welcome to Self-ServicePlus™

Order Sign-In

Step-1: Please enter your Order number

Submit