



BANNER 9 SELF SERVICE MANUAL

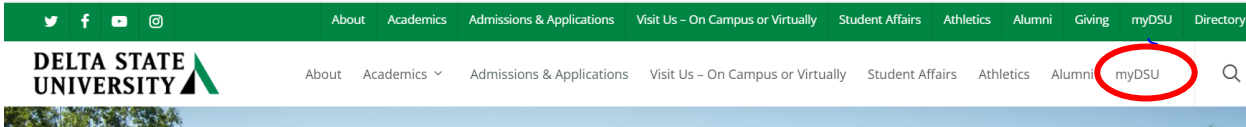
Contents

Banner 9 Self Service Introduction.....	2
Navigation and Access.....	3
Personal Information.....	4
Phone Number Section.....	5
Address Section	6
Student Services and Financial Aid Dashboard.....	7
Curriculum, Hours & GPA	8
Prior Education and Training.....	9
Academic Transcript.....	9
Registration.....	10
View Registration Information	10
View Grades Tab	11
Account Information.....	11
Account Detail for Term.....	12
Student Tax Information.....	12
Graduation Application.....	13
Graduation Application Status	14
Financial Aid.....	14
Request Printed Transcript.....	15
View Requested Transcript.....	16
Faculty and Advisors	17
Faculty and Advisors Services – V9.....	17
Employee Information	19
Electronic Personnel Action Forms	20
Employee Dashboard.....	20
Finance.....	21
Argos Accounting Data.....	22
Finance -V9.....	22
My Finance Query	23
My Requisitions	25

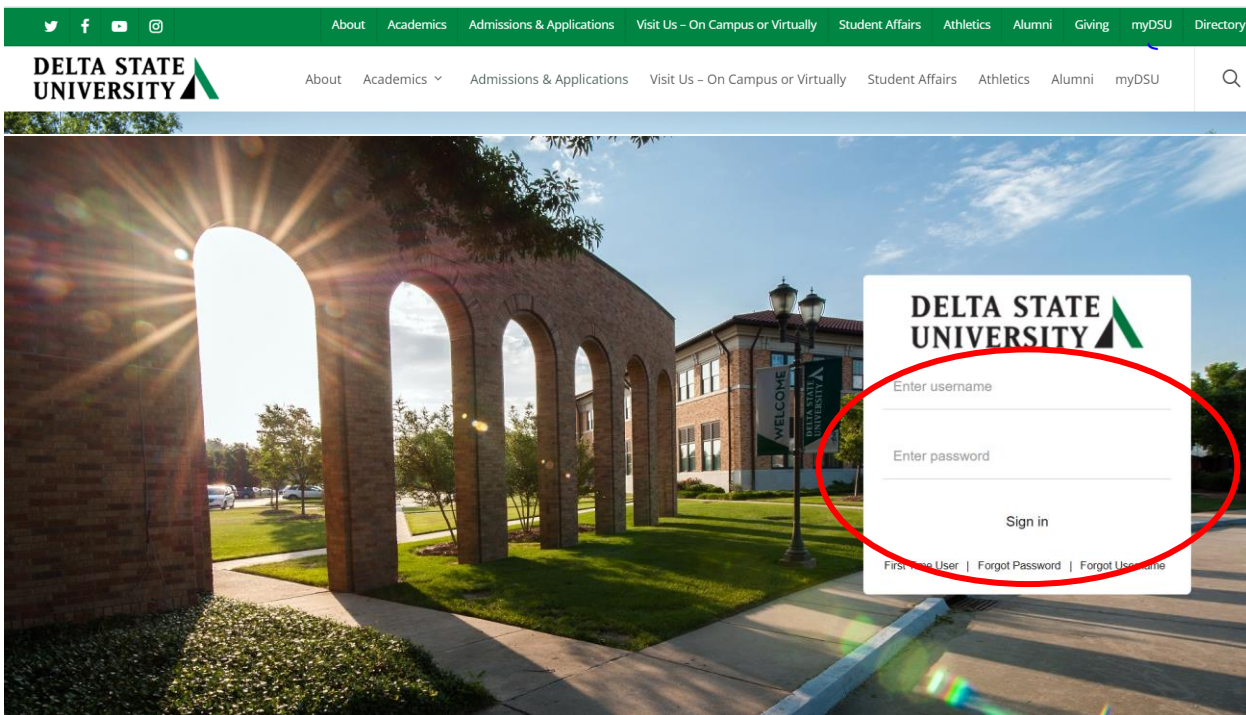
Banner 9 Self Service Introduction

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)




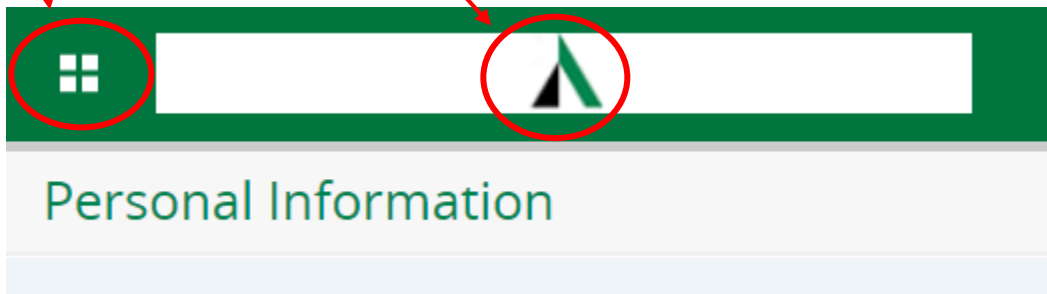
Log in with your DSU credentials.




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.

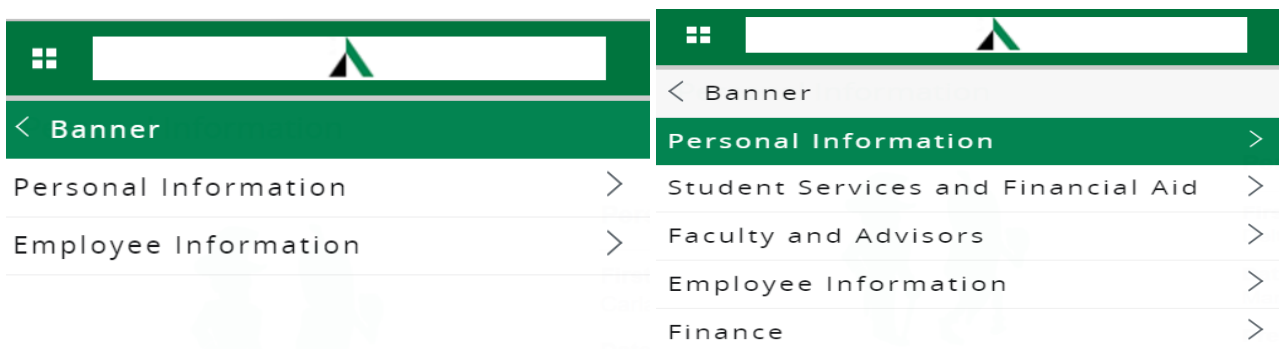


 From here, you will have the option to select the following links:

- Personal Information
- Student Services and Financial Aid
- Faculty and Advisors
- Employee Information
- Finance

NOTE: YOU MAY NOT HAVE ACCESS TO ALL LINKS BELOW. LINK ACCESS IS BASED ON YOUR USER RIGHTS.

Based on your current access you may or may not see all options.



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 access personal information in two ways.

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

Mr Delta Statesman

Personal Information

Mr Delta Statesman

ID Number: 900138806

dstates@deltastate.edu

DSU Box 1111, Campus, Cleveland, Mississippi 38733

662 111111

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](#)

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 within each section by clicking 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)

Personal Information

662 111111 + Add New

Phone Number + Add New

Permanent/Parent (Primary)
662 111111
(Not Updateable)

Address + Add New

Campus Address	Permanent/Parent
Current 01/24/2020 - (No end date) DSU Box 1111 Campus Cleveland Mississippi 38733	Current 01/23/2020 - (No end date) 1111 Highway 12 Kosciusko Mississippi 39090

Emergency Contact + Add New

There are no emergency contacts available for you to view.

By clicking the + Add New 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 + Add New 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.

Add Phone Number ×

Phone Type

Select Phone Type ▼

Phone Number

Area Code Phone Number Extension


International Access Code and Phone Number

International Phone Number

Primary Unlisted

Add

To delete an existing number, click on the 🗑️ Delete button below the telephone number, 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.

 Are you sure you want to delete the selected telephone number?


Cancel

Delete

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  Add New 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.

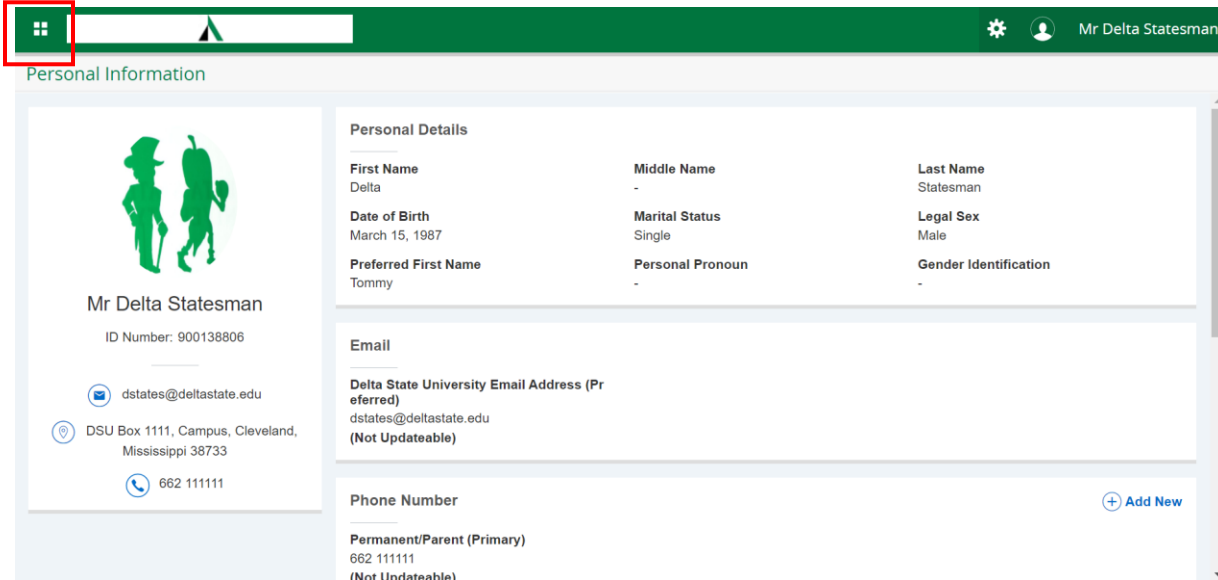
NOTE: IF AN ADDRESS DOES NOT HAVE AN EDIT OR DELETE BUTTON BELOW THE ADDRESS, IT IS NOT UPDATABLE AND YOU WILL HAVE TO CONTACT THE APPROPRIATE OFFICE (REGISTRAR'S OFFICE FOR STUDENTS OR HR OFFICE FOR FACULTY AND STAFF) TO DISCUSS ANY CHANGES.

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, and 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 a user profile page for "Mr Delta Statesman". At the top, there is a green navigation bar with a white grid icon (the "Banner Menu") highlighted by a red box. Below the navigation bar, the page is titled "Personal Information". On the left, there is a profile card with a green silhouette of a person, the name "Mr Delta Statesman", and contact information including an email address, a physical address, and a phone number. On the right, there is a "Personal Details" section with fields for First Name, Middle Name, Last Name, Date of Birth, Marital Status, Legal Sex, Preferred First Name, Personal Pronoun, and Gender Identification. Below this is an "Email" section with a "Delta State University Email Address (Preferred)" field and a "Phone Number" section with a "Permanent/Parent (Primary)" field. A "+ Add New" button is visible at the bottom right of the details section.

Click the 

Select "Banner", then Student Services and Financial Aid



The screenshot shows a mobile navigation menu. At the top, there is a green bar with a white grid icon. Below this, there is a white bar with a green arrow pointing right. The menu items are listed below: "Banner", "Personal Information", and "Student Services and Financial Aid". The "Student Services and Financial Aid" item is highlighted with a red box. The menu items are displayed in a dark green bar with white text and a white arrow pointing right.

From this page, you will be able to navigate to 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 navigation, 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 Profile - Mr Delta Statesman (900138806)

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

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:	Commercial Aviation	
Department:	Not Provided	
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 tab will show you your education history before attending the University.

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

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 tab will show you an unofficial transcript.

Student Academic Transcript

Academic Transcript

Transcript Level: undergraduate
Transcript Type: Original transcript under-obrad

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
Curriculum Information					
Current Program :					
College	College of Business	Major and Department	Flight Operations, Commercial Aviation		

Degrees Awarded

Undergraduate awarded	Bach of Comm Aviation	Degree Date	04/30/2021	Institutional Honors	Magna cum laude
Curriculum Information					
Primary Degree					
Major	Flight Operations				

Institution Credit

Registration

The Registration tab 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

View Registration Information allows you to view your current class schedule.

Statesman, Delta

Student • Registration • View Registration Information

View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term: Fall 2017

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...

Schedule Details

Class Schedule for Fall 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3am							
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.

Mr Delta Statesman

View Grades

Student Grades - Mr Delta Statesman (900138806)

Fall 2020 Undergraduate

GPA Summary View Details

3.60	3.80	-	3.80
Selected Term	Institutional	Transfer	Overall

Primary Curriculum View Details

Level : Undergraduate
 College : College of Business
 Degree : Bach of Comm Aviation
 Program : Flight Operations

Course Work

Search by Course Title or Subject Code (ALT+Y)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Action
PHY 224, 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 195, 01	Astronomy	1	A	A	3.000	3.000	3.000	12.00	47885	
ENG 206, 01	Introduction to World Literatu	1	A	A	3.000	3.000	3.000	12.00	48242	

Account Information

Account Information will show the current balance of your account. On this page, you will be able to view the hold 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
04/22/2021	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

Account Detail for Term 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 tab 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	4 Adjustments made for a prior year \$	5 Scholarships or grants \$40,035.55	Note: This is an unofficial copy of the form
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				

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

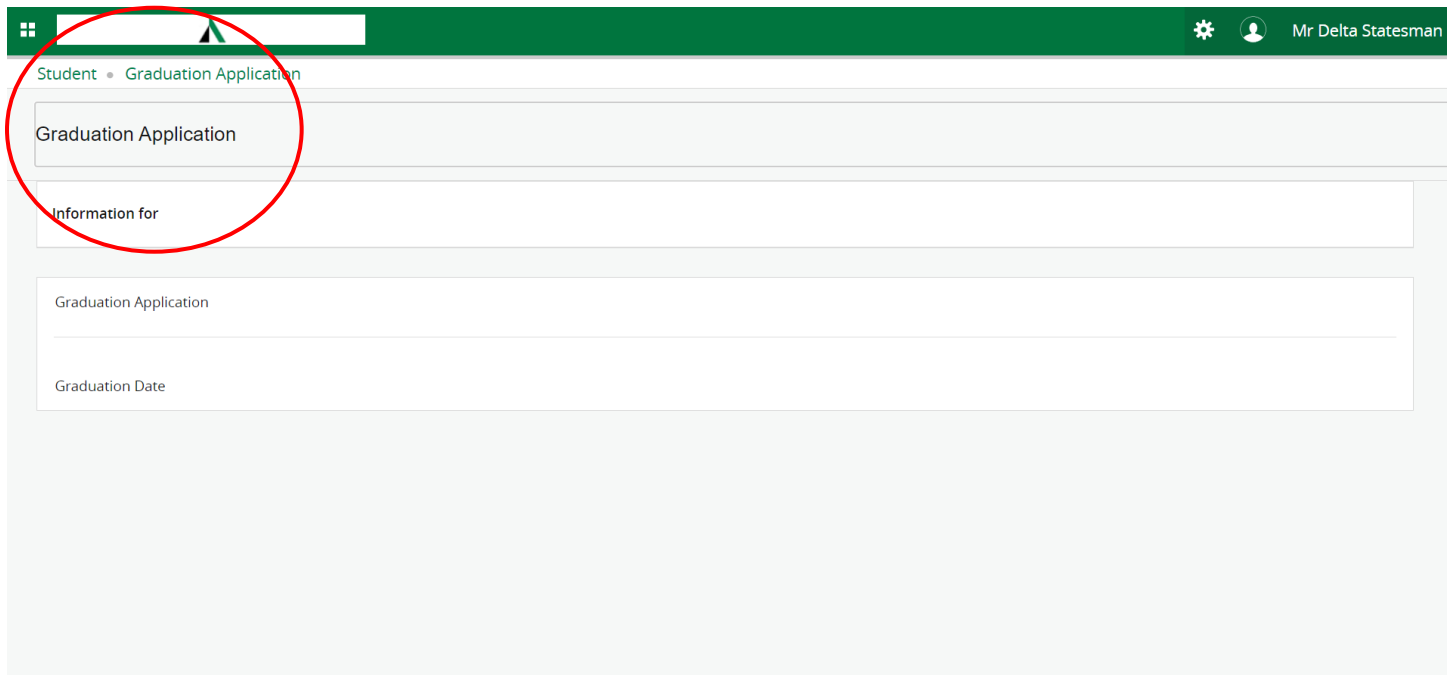
Curriculum Selection

Term: Spring 2021

No curricula available for graduation application.

Graduation Application Status

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



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.

Mr Delta Statesman

Financial Aid

Award Year: 2021-2022 Aid Year

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

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
		01/13/2020 - 05/08/2020	\$1,272.50	\$1,272.50

Request Printed Transcript

The Request Printed Transcript tab 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 

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:

View Requested Transcript

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


Welcome to Self-ServicePlus™

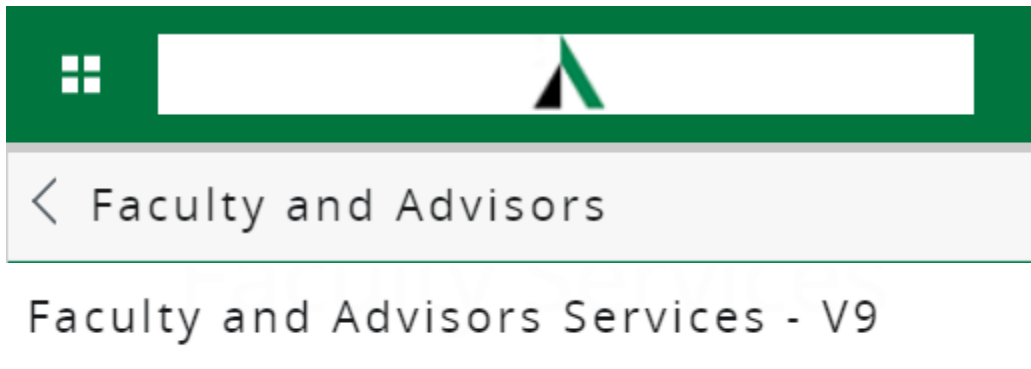
Order Sign-In

Step-1: Please enter your Order number

Submit

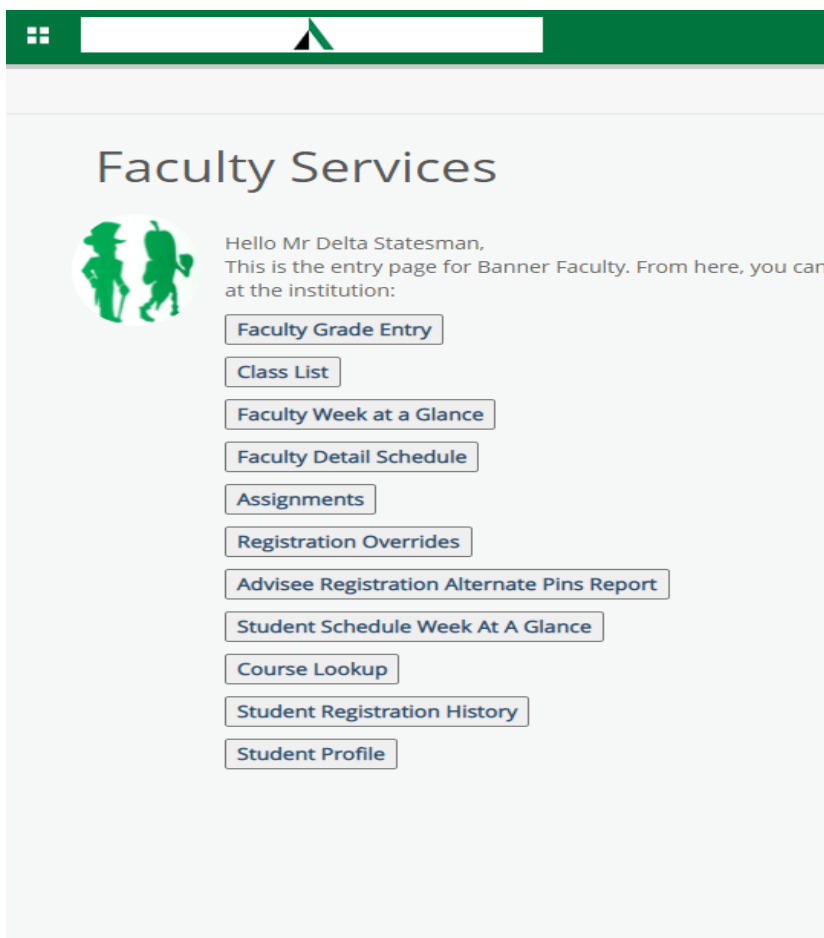
Faculty and Advisors

Click the  Select Banner, Faculty, and Advisors

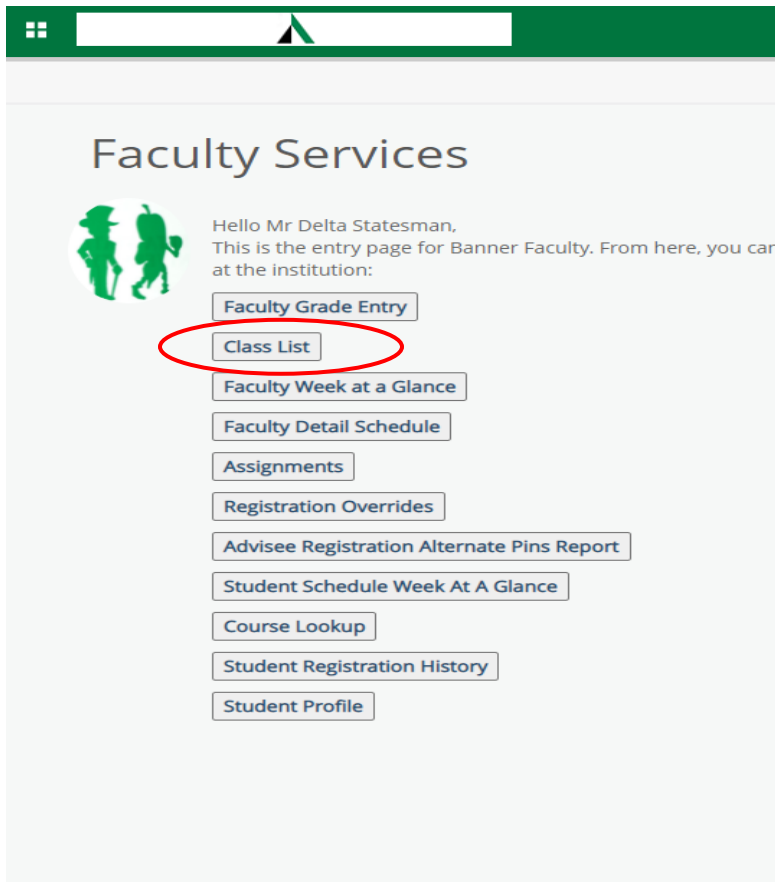


Faculty and Advisors Services – V9

The Faculty and Advisors menu is available for all advisors and faculty members. All Faculty Self Service functionality is still in the Banner 8 version so you will continue to use this module as before.



You may notice an additional link called Class List. Class List allows you to view and email class rosters for all CRNs.



The screenshot shows a web interface for Faculty Services. At the top, there is a green navigation bar with a white search box and a green triangle icon. Below the navigation bar, the page title "Faculty Services" is displayed in a large, dark font. To the left of the main content area is a circular logo featuring two stylized figures in green. To the right of the logo, a welcome message reads: "Hello Mr Delta Statesman, This is the entry page for Banner Faculty. From here, you can at the institution:". Below the message is a vertical list of ten rectangular buttons, each containing a service name. The "Class List" button is circled in red. The other buttons are: "Faculty Grade Entry", "Faculty Week at a Glance", "Faculty Detail Schedule", "Assignments", "Registration Overrides", "Advisee Registration Alternate Pins Report", "Student Schedule Week At A Glance", "Course Lookup", "Student Registration History", and "Student Profile".

Faculty Services

Hello Mr Delta Statesman,
This is the entry page for Banner Faculty. From here, you can at the institution:

- Faculty Grade Entry
- Class List**
- Faculty Week at a Glance
- Faculty Detail Schedule
- Assignments
- Registration Overrides
- Advisee Registration Alternate Pins Report
- Student Schedule Week At A Glance
- Course Lookup
- Student Registration History
- Student Profile

Employee Information

The Employee Information is available for all employees both faculty and staff. This module allows employees to view and/or manage their leave balances, pay information, earnings, taxes, job, and employee information. In addition, supervisors can view information on the staff they manage.

Click the  Select Banner, Employee Information



< Employee Information

Electronic Personnel Action Forms

Authorization for Parking Permit Payroll Deduction

HR Policy Acknowledgement

Employee Services - V9

[Electronic Personnel Action Forms](#)

DSU **Online** services

[Personal Information](#) [Alumni and Friends](#) [Student Services & Financial Aid](#) [Faculty Services](#) [Employee Services](#) [Finance](#)

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Personnel Action Form

[Act as a Proxy](#)

RELEASE: 8.18

[Employee Dashboard](#)

This link provides information regarding your employment here at Delta State University.

Employee Dashboard

Statesman, Delta

My Profile

Pay Information

Latest Pay Stub: 12/03/2021 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

My Activities

- Approve Time
- Approve Leave Report
- Approve Leave Request
- Effort Certification
- Labor Redistribution

Finance

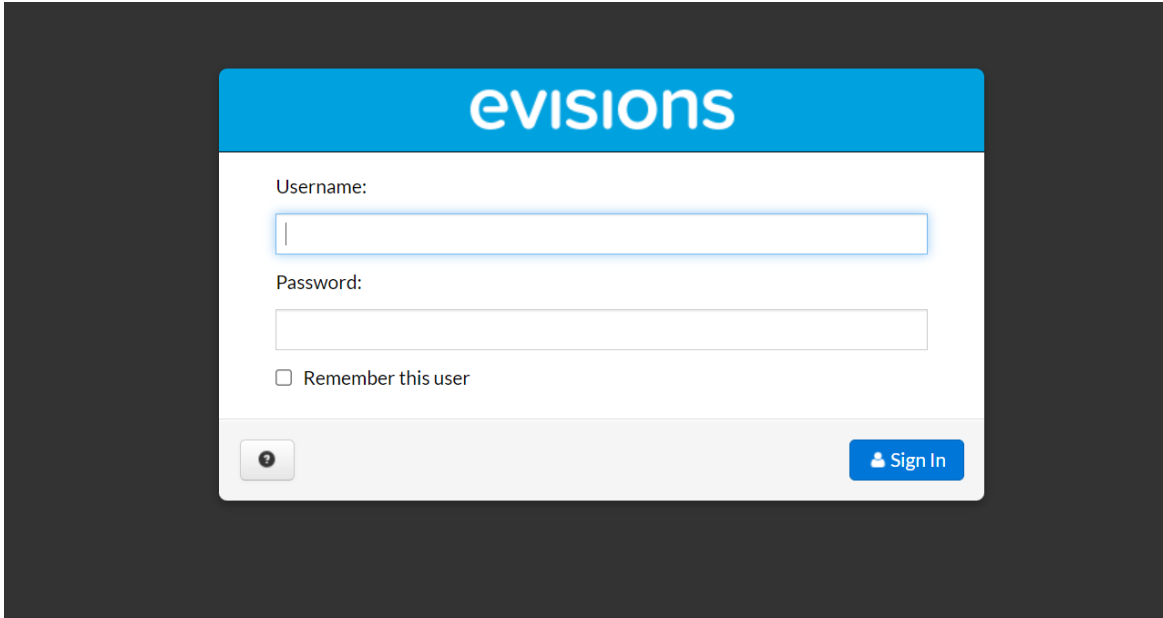
The Finance module is available for faculty and staff who have existing budget access in Banner. Within this module, you can go directly to Argos (must use VPN before running) or Finance-V9

Click the  Select Banner, Select Finance

Finance Dashboard

ARGOS Accounting Data - Must use VPN before running


Finance - V9





Finance -V9


This link is where you create, edit, and approve requisitions along with the ability to view in-progress requisitions. You can also create, save and share finance/budget queries.

My Finance

 Hello Delta,
Create, edit and approve transactions and view financial information for department / organization.

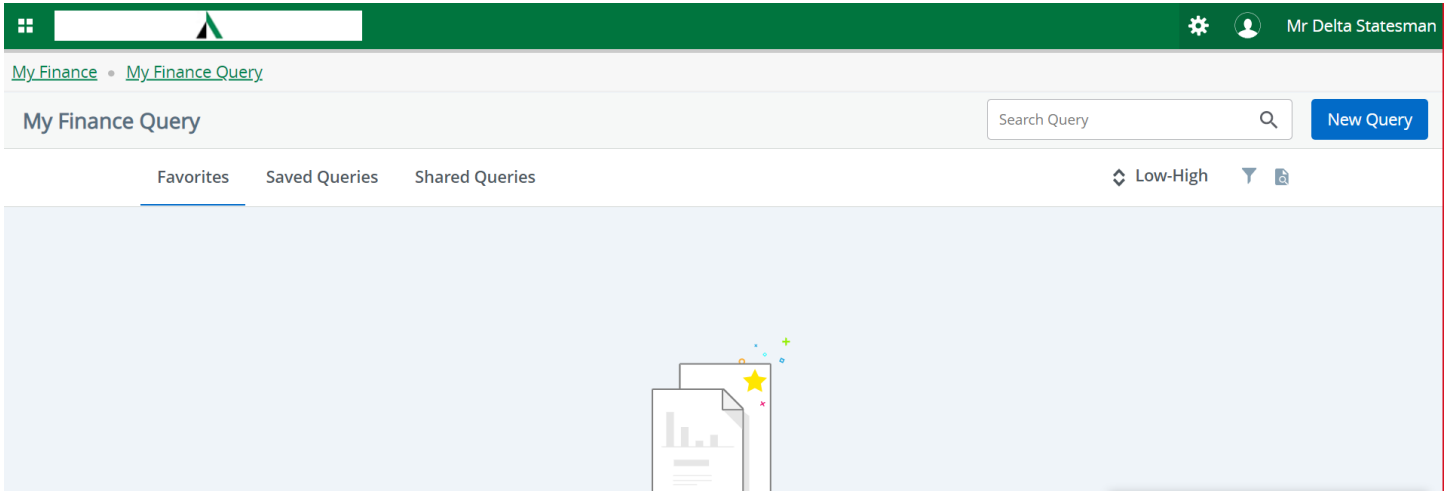
**My Finance Query**
Create, view and share budget availability, encumbrance and payroll queries.

**Approve Documents**
View list of documents pending approval. Approve, disapprove, or deny.

**My Requisitions**
Create and view draft, pending and completed requisitions and supporting documentation.

My Finance Query

To create a new query, click on the New Query button on the right-hand side.



Enter needed items in the desired fields, click Submit.

Create New Query

Fund	Organization
10 Unrestricted General Fund	4111 Admin Information Technology Servcs
Account	Program
76130 Office Supplies & Materials	Choose Program
Activity	Location
Choose Activity	Choose Location
Commitment Type	<input checked="" type="checkbox"/> Include Revenue Accounts
All	
Fiscal Year*	
2022	

SUBMIT

You can edit, save or share the query.

The screenshot shows the top navigation bar with a user profile for Mr. Christopher Allen Giger. Below the breadcrumb trail, the title 'Budget Quick Query' is displayed. To the right of the title, there are three icons: a pencil (Edit), a share symbol (Share), and a save symbol (Save). These icons are highlighted with red boxes, and red arrows point from the labels 'Edit', 'Share', and 'Save' above to each respective icon. A 'New Query' button is also visible to the right of the icons.

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
76130	Office Supplies & Materials	⚠	\$0.00	\$660.54	\$0.00	(\$660.54)
Report Total (of all records)			\$0.00	\$660.54	\$0.00	(\$660.54)

Below is the save as dialog for the query. Name it as you wish, click save.

The screenshot shows the same interface as above, but with a 'Save as' dialog box open in the foreground. The dialog box has a text input field containing 'Office Supplies', a checkbox for 'Set as favorite', and 'CANCEL' and 'SAVE' buttons. The background interface is dimmed.

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
76130	Office Supplies & Materials	⚠	\$0.00	\$660.54	\$0.00	(\$660.54)
Report Total (of all records)			\$660.54	\$660.54	\$0.00	(\$660.54)

Click on Saved Queries and your Query will be accessible anytime.

My Finance Query

Search Query

Favorites **Saved Queries** Shared Queries Low-High

Office Supplies Budget

0% \$660 exceeded \$660 spent of \$0

01/28/2022

My Requisitions

The My Requisitions link allows you to create and view the status of requisitions in Finance Self Service.

My Requisitions

Search Requisition

Requisition	Date	Vendor	Amount	Status
Draft Requisitions	0			
Pending Requisitions	0			
Completed Requisitions	0			

Complete the information and click next until ready to Submit.

Create Requisition

- 1 Requestor Information
- 2 Vendor Information
- 3 Add Item & Accounting

Requisition Summary [Save as draft](#)

Requestor *

Chart *
1 Delta State University x v

Transaction Date * 01/28/2022
Delivery Date * MM/dd/yyyy

Organization *
Choose Organization v

Requestor Email
Enter Requestor Email

Ship To Location *
Choose Ship To Location v

Choose Accounting Type
 Document Level Accounting
 Commodity Level Accounting

Attention To * Enter Name
Tax Group Choose Tax Group

Requisition Comments
Public Comment
Enter comments for the requisition

Private Comment

Add details and click Next to build this summary view.