

Faculty Services

Login to myDSU portal

The screenshot shows the myDSU portal homepage. At the top is a green navigation bar with the Delta State University logo and various menu items. Below the navigation bar is a large banner image of a green lawn with trees. The text "myDSU" is prominently displayed in the center of the banner. Below the banner are two main content areas. The left area features the "myDSU PORTAL" logo and a description: "The myDSU Portal is a central location to access all DSU applications that have been assigned to your account. Applications currently accessible through the portal are Canvas, DSU Online Services, Listserv Archive, Office 365, Okramail, and Zoom." It includes a "Login" button and a "More Info" button. The right area features the "Okra Kard" logo and a description: "The Okra Kard is the student's official identification card and is also used for door access, pay for print, Okra Green debit accounts, access to activities, and meal plans." It includes a "Login" button.


Login: Use your single server DSU credentials.

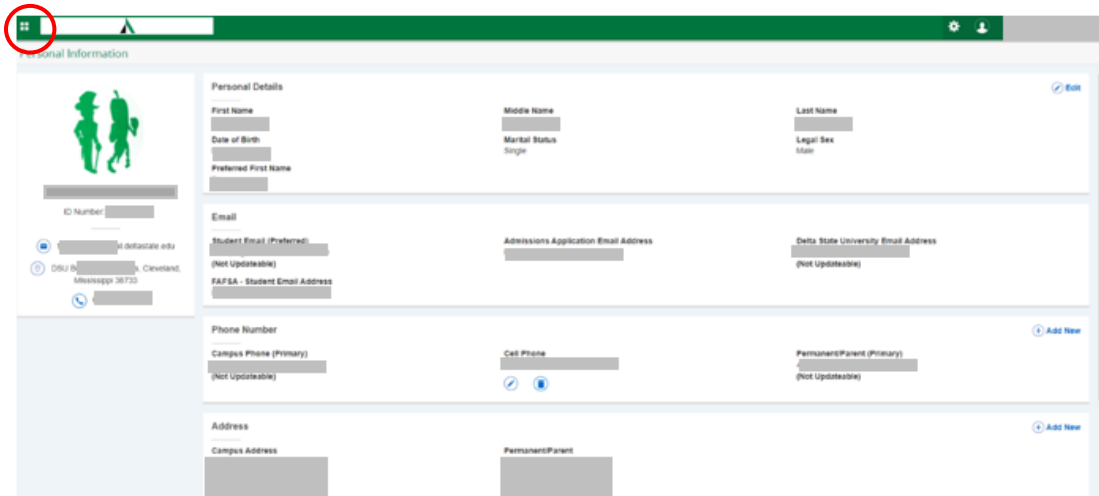
The screenshot shows a login form for Delta State University. The form is overlaid on a background image of a building. It features the Delta State University logo at the top. Below the logo are two input fields: "Enter username" and "Enter password". A "Sign in" button is located below the password field. At the bottom of the form, there are three links: "First Time User", "Forgot Password", and "Forgot Username".

Click DSU Online Services

The screenshot shows the "My Apps" page on the Delta State University website. The page features a grid of application tiles. The tiles are: "Office 365 Students" (with Office 365 logo), "Outlook Students" (with Outlook logo), "Canvas" (with Canvas logo), "DSU Online Services" (with DSU Online Services logo), "Listserv Archives" (with Listserv Archives logo), "Zoom" (with Zoom logo), and "Zendesk" (with Zendesk logo). Each tile contains a brief description of the service.

After logging in to DSU Online Services you will see your personal information. This is the Landing page.

To access the Banner Menu, click on the Banner Icon 



Personal Information

Personal Details

First Name Middle Name Last Name

Date of Birth Marital Status Legal Sex

Preferred First Name

ID Number

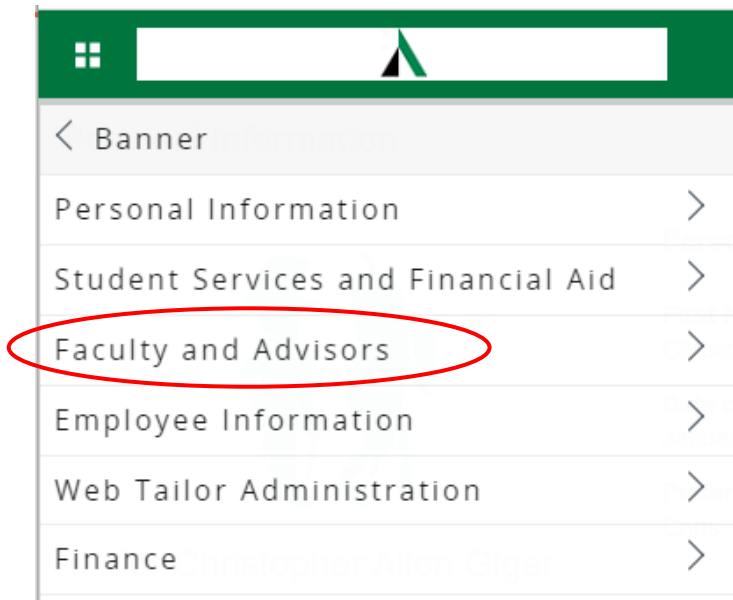
Email

Student Email (Preferred) Admissions Application Email Address Delta State University Email Address

Phone Number

Address

Select "Faculty and Advisors"



< Banner

Personal Information >

Student Services and Financial Aid >

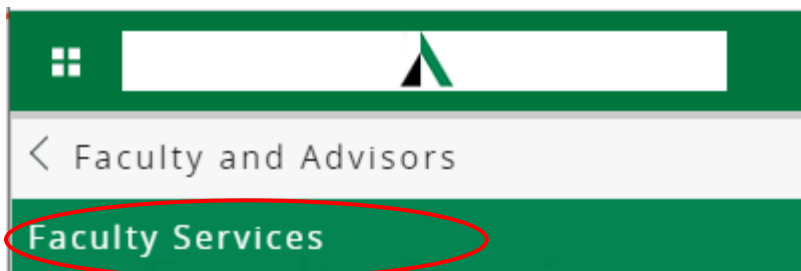
Faculty and Advisors >

Employee Information >

Web Tailor Administration >

Finance >

Select "Faculty Services"



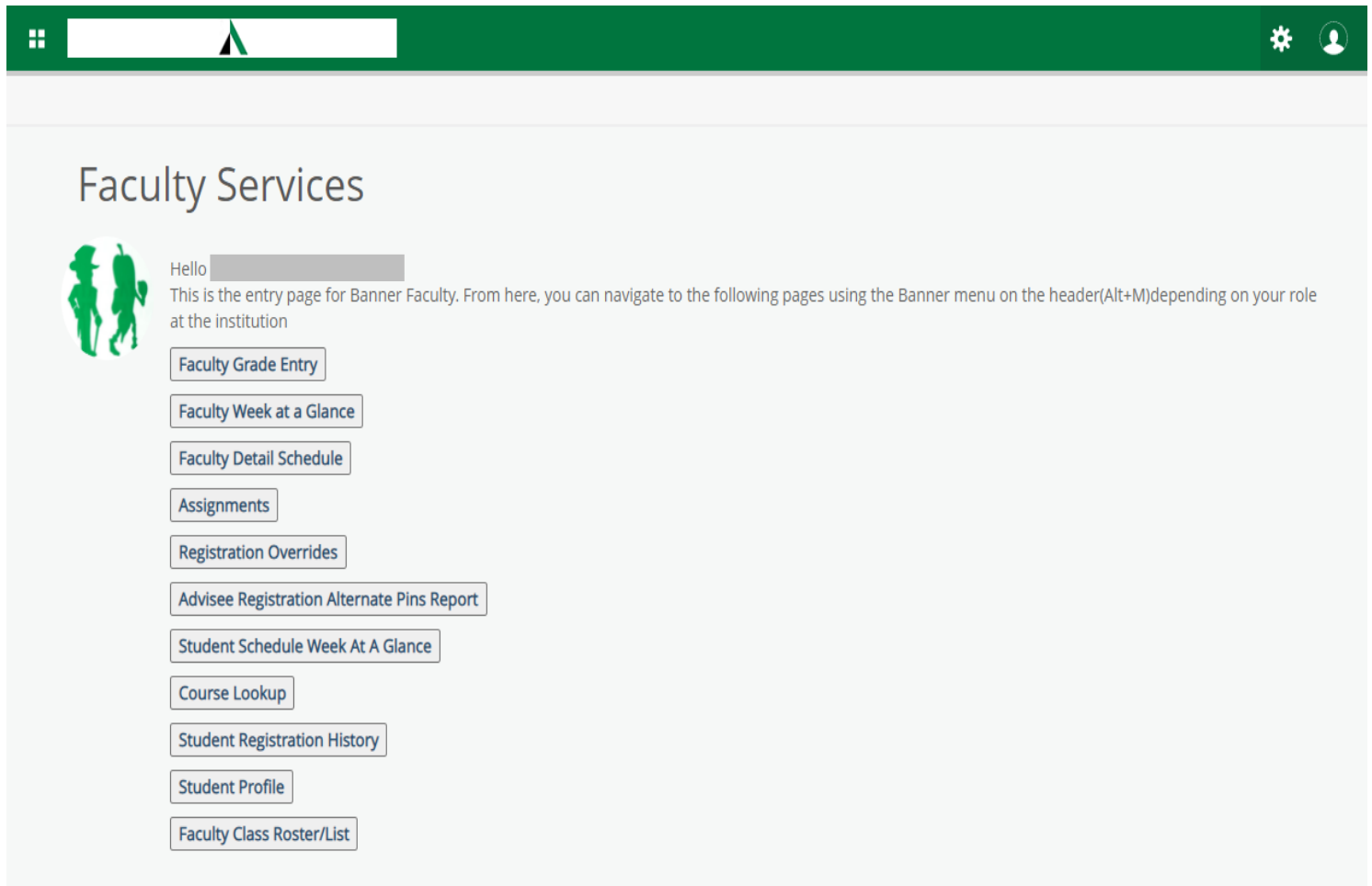
< Faculty and Advisors

Faculty Services

Faculty Information

Faculty Self-Service

From this page, you will decide what you need to do



Faculty Services

Hello [redacted]

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution

- 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
- Student Profile
- Faculty Class Roster/List

*Please note – Access to tabs is based on the user’s role at the university. *

- **Faculty Grade Entry** (Enter Midterm and Final Grades here) Please make sure when entering Midterm and Final grades that you click the correct tab that correlates for that entry. The default is to the Final Grades tab.
- **Faculty Week at a Glance** (Course Times shown for a week) Can be set in Range to view the weekly schedule.
- **Faculty Detail Schedule** (Detailed Schedule) You can select your term and specific CRN number to view the schedule for the selected class.
- **Assignments** (Courses assigned) Courses may be viewed in current and prior terms
- **Registration Overrides** A request for a capacity, co-requisite, pre-requisite, time conflict, or instructor approval must be approved by the instructor of record.
- **Advisee Registration Alternate Pins Report** (View advisee registration pins for students for whom you are marked as primary advisor) This tab will take you to Argos where you are able to run the report for your advisees.
- **Student Schedule Week at a Glance** (your advisee’s schedule) This is a report to view your advisee’s schedule. Select Term and students, and click submit. Single-click the student’s name to view the student’s schedule.
- **Course Look-up** (view and browse all courses taught by DSU for registration)
- **Student Registration History** (view courses students have previously and currently registered for)
- **Student Profile** (An overall view of a student’s record) You can also access the degree evaluation and transcript in this area.
- **Faculty Class Roster/List** (view all students registered in a class by CRN number)