



Banner Quick Tips

Access

- You can request access to Ursa and the Banner databases/functions within it by going to www.unco.edu/aboutursa/resources.html and clicking on the security form that fits your request as a faculty member, student, or employee.
- Follow the instructions on the top of the form to submit and make sure to fill out the brief job description because it helps us determine what access you need

Logging On

- To logon to Ursa you will need to go to <https://ursa.unco.edu>. Enter your network logon information (first name.last name) and password.
- Production Banner (also known as Internet Native Banner or INB)
- To get to Production Banner, click on the Employee Tab once you have logged on to Ursa, then click on the Production Banner Admin Pages link.

Some of the frequently used forms in Banner are:

- SPAIDEN this is where you will view basic student information such as name, address, phone, and email.
- SGASTDN this is where degree information is located. You can also find residency and student classification here.
- SHATERM this is where you can look at GPA, total hours completed, and first/last terms attended.
- SOAHOLD this is where student holds can be viewed.
- SFASLST this is where you can access class rosters.
- SFAREGQ this is a quick glance at what a student is registered for.
- SGAADVR this is where you can view who a student's advisor is.
- SFASTCA this is where you will look at a student's registration history for the term.
- SHACRSE this is where you can get a list of the courses that a student has taken at UNC.
- SHATRNS this is where you can view transfer work that has been articulated, by institution.
- SFASRPO this is where registration overrides can be done.

Self Service Banner

- To get to Self Service Banner, click on the Employee tab once you have logged in to Ursa, then click on the Self Service Banner(SSB) link.

Important Note

Whenever you use Ursa, don't forget to log out. Ursa contains personal information such as grades, financial aid, e mail addresses, etc. and if you don't log out someone else might be able to access it.

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