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## Is there a way I can search by name instead of ID?

Yes, select the ID field and press Tab on your keyboard. This will make a new field appear to the right where you can do a name search.

×	General Stu	dent SGASTDN 9.3.7 (PROD)				÷	ADD	RETRIEVE	A R	RELATED	🌞 TOOL	s
	ID: ( Term: (			View Current/Active: Curricula	Student Summary						Go	
Get S	started: Fill out th	e fields above and press Go.										
			\									
	<b>T</b>											
EDIT	Record: 1	/1 KEY_BLOCK.N	AME [1]								ellucian	

# When I do a search, I do not get results. What am I doing wrong?

Make sure you are not dismissing a pop-up that says you have more multiple results for your search. You need to click the Press to See Results button.

🕞 Press To See Re	sults	Person/Non-Person Count 100	
🍃 Person Search D	Detail	🕞 Non-Person Search Detail	
Reduce Search By			
Group Type	O Person O Non-Person 💿 Both	Name Type	
City		Birth Date	
	····	Gender	
State or Province			

# What is the best way to search for all the courses in a department for a given semester?

You can use multiple search fields. Set the Term to be equal to the term you want to see and set the Subject to contain the code for the department.

	×	Schedule Section	Query SSASE	ECQ 9.3 (PROD)		
-	SCHED	OULE SECTION QUERY				
	Term		Equals	;	201810	
	Subje	ect	Contai	ns 💌	РҮ	
	Add /	Another Field	•			
-						

### Why do I only see 10 results when I'm doing a search?

There may actually be several pages of results listed at 10 results per page. You can adjust how many results are on a page using the "Per Page" drop-down menu at the bottom of the results list. You can arrow through the pages of results using the arrows at the bottom of the results list.

×	Schedule Section Query SSASECQ 9.3 (PROD)						
- SCHED	SCHEDULE SECTION QUERY						
Term		Part of Term	Registration From	Registration To	CRN	Block Schedule	Sub
201810		1			11296		PY
201810		1			11297		PY
201810		1			11298		PY
201810		1			10887		PY
201810		1			10476		PY
201810		1			10778		PY
201810		1			10888		PY
201810		1			11299		PY
201810		1			11300		PY
201810		1			12163		PY
<u> </u>				•			
K   ◀	1 of 1	0 🕨 🖌   🔤	10 - Per Page				
	Maximum						

# What happened to the Options menu from Banner 8?

It has been split between the Related and Tools menus. The options related directly to specific forms are now found under Tools. All others are under the Related menu.

🔒 ADD 🖹	RETRIEVE 🛃 RELATED 🔅 TOOL	.s		RETRIEVE		🗱 то	OLS		
	Q Search	<b>•</b>		ACTIONS			*		
	Elective Attribute Pool [SSAPOOL]			Refresh		F5	- 11		
	Query Available Faculty [SIAFAVL]			Export		Shift+F1			
	Specific Section Attribute [SSASATR]	E		Print		Ctrl+P			
			_	Clear Reco	Shift+F4				
Saturday	Shift+F2		e	Clear Data	I	Shift+F5			
	Query Faculty and Advisors [SIAIQRY]			Item Prope	Item Properties				
	Course Section Detail [SSADETL]		ndicator	Display ID Image					
tor Override	Schedule Restrictions [SSARRES]			r Exit Quickflow About Banner					
	Schedule Pre-requisites [SSAPREQ]								
	Course Section Comments [SSATEXT]			OPTIONS					
	Cross List Definitions [SSAXLST]			Course Se					
	Schedule Exclusion Rules [SSAEXCL]			Scheduled					
	Section Calendar [SSAACCL]			Assigned Instructors					
		Ŧ		Section Pa	rtition Preferences	5			
	SAV			Section Ro	oom Attribute Prefe	erences			
	elluciar	<b>1</b> .		BANNER DO	CUMENT MANAGEM	IFNT	-		

# Why am I no longer seeing error messages at the bottom of the screen?

All messages are now found in the upper right of the screen. This includes confirmation, success, error, and warning messages. To clear a non-confirmation message, click on the number in the upper right.

	🔒 AD	DD 🖹	RETRIEVE	RELATED	🇱 TOOL	S 1
		A	Banner Do you war	t to save the change	s you have made	?
				Yes	No	Cancel
			6	Insert 🗖 Delet	e 🖬 Copy 🦻	🕻 Filter
Confidential						
Deceased						

🔒 ADD		4	RELATED	🗱 тос	DLS 1
	*ERROR section.	* Section sta	atus prohibits	s registration	for this
		🗄 Insert	🗖 Delete	Сору	🕄 Filter
Minimum *	0.000	Source	MHRS		
Maximum *	20.000	Source	MHRS		

## What do I do if I cannot remember the name the form?

Velcome

registration API

(APL\_REGISTRATION)

Registration List API

(APL\_REGISTRATION)

Registration List API

(APL\_REGISTRATION)

Prent Registration

(GERATID)

Vent Registration and Grading Term Based Rules

(GORRGTM)

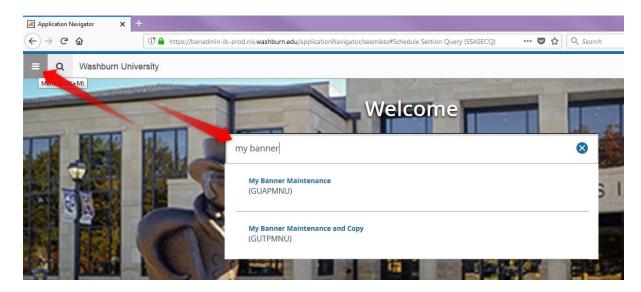
Vent Registration Status Rules

(CORRSTS)

You can search for any part of the form name or description.

## How do I get to My Banner?

You can either click the three lines on the top left of the screen or you can type "my banner" into the search box.



#### Is there an easy way to get back in if I log out before I mean to?

Yes, if you log out and want to get back in, from the logout screen press the back button. You will be prompted to reload the screen. After you reload, you can sign back in.

Logout Successful X	+
< <u>→</u> ⊂ ŵ	🛈 🔒 https://eis-prod.washburn.edu:9443/cas-web/logout?&sessionLogoutComplete=true#?sessionDataKey=6819ec 🚥 🛡 🟠 🔍 Search
	WASHBURN
	Logout Successful
	Your session has expired. Click Reload to access login page.
	Reload Cancel