

# SUNY Adirondack Office of Records and Registration

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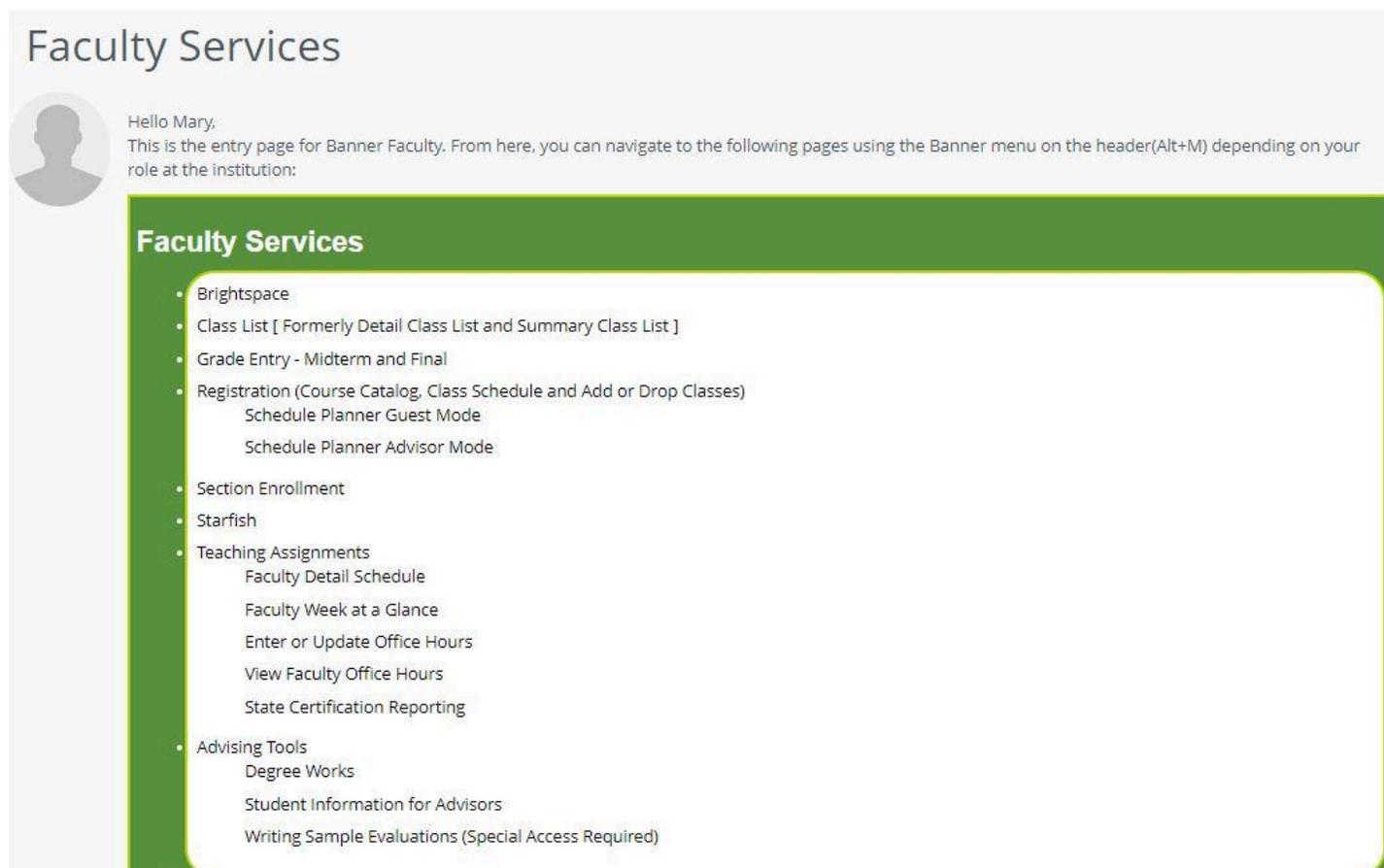
## Self-Service Banner 9 How To: Log In and Access the Faculty Menu

This guide provides step-by-step instructions for faculty and staff on accessing the Self-Service Banner 9 system and what the main menu looks like.

If you ever have any questions about how to navigate Banner, you can contact:

- Registrar - [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)
- Help Desk - [help@sunyacc.edu](mailto:help@sunyacc.edu)

1. Go to <https://www.sunyacc.edu/faculty-staff> and select the Self-Service Banner 9 link
2. Enter your network ID and password (Not your 500 Number and pin)
3. This will take you to the following menu:



Faculty Services

Hello Mary,  
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 Services

- Brightspace
- Class List [ Formerly Detail Class List and Summary Class List ]
- Grade Entry - Midterm and Final
- Registration (Course Catalog, Class Schedule and Add or Drop Classes)
  - Schedule Planner Guest Mode
  - Schedule Planner Advisor Mode
- Section Enrollment
- Starfish
- Teaching Assignments
  - Faculty Detail Schedule
  - Faculty Week at a Glance
  - Enter or Update Office Hours
  - View Faculty Office Hours
  - State Certification Reporting
- Advising Tools
  - Degree Works
  - Student Information for Advisors
  - Writing Sample Evaluations (Special Access Required)

4. The **Faculty Services** section has links to both Self-Service Banner - 9 and Self-Service Banner - 8.
  - a. Brightspace will take you to the Brightspace system.
  - b. Class List shows you your registered student information. See the [Accessing Course Information and Student Profiles for Faculty](#) help document for additional details
  - c. Grade Entry information will be sent later in the Fall 2023 semester when Midterm Grades are requested.
  - d. Registration is where course catalog and Browse Classes section information is available.
  - e. Section Enrollment will redirect you to the SSB-8 page.

- f. Starfish will take you to the Starfish system.
  - g. Teaching Assignments section links allow you to:
    - i. View your current detailed and week at a glance schedule
    - ii. The Enter or Update Office Hours section will walk you through adding your office hours in the new system. Select a term and then the CRN to enter this information.
    - iii. View Faculty Office Hours will redirect you to the SSB-8 page.
    - iv. State Certification Reporting will redirect you to SSB-8 for you to update your attend/not attend records when prompted
  - h. Advising Tools
    - i. Degree Works
    - ii. Student Information for Advisors - this area is limited to administrative advisors, faculty advisors, and administrators needing access to view student records in the scope of their job.
    - iii. Writing Same Evaluations will redirect you to SSB-8 - this area is limited to faculty and administrators needing access in the scope of their job.
5. **My Account:** this section is where your personal information is listed like your mailing address, emergency contact information, and direct deposit information
6. The very bottom of the page will have a list of links that are for students to use. You may see this area if you have ever been a student at SUNY Adirondack either as a continuing education, non-matriculated, or matriculated student.

*NOTE: Additional links and information will be added to this document as sections are moved to SSB-9.*