

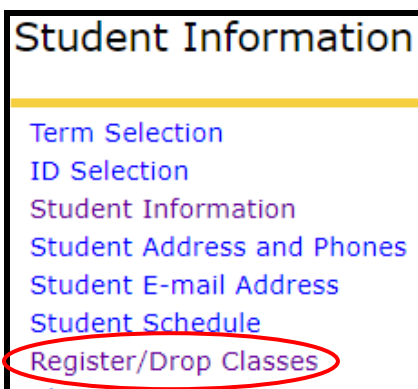
Self-Enrollment: Basics for Faculty/Staff

In this guide, the following topics will be covered:

- A. Accessing Banner 9 Self-Service Enrollment
- B. Personas (Roles)
- C. Landing Page

A) Accessing Self-Service Enrollment

Faculty/Staff will access Self-Service Enrollment by going to Faculty>Student Information/Registration> Register/Drop Classes



B) Personas (Roles)

Personas (also called roles) are new with Banner 9 Self-Service Enrollment. There are five (5) personas:

- Student
- Registrar
- Faculty

- Advisor
- Faculty and Advisor

The user experience is different for each persona. After opening Banner 9 Self-Service Enrollment, only users with multiple personas will be prompted to choose a persona (role):

Please select a role*

Your account has been assigned multiple roles. How would you like to begin?

- Student
- Registrar
- Faculty
- Advisor
- Faculty And Advisor

**Remember you can switch between roles at any time.*

Ok

Examples of users with multiple personas:

- a staff member who is marked as an advisor but is also taking classes as a student would be presented with Advisor and Student personas
- an employee who is marked as both Faculty and Advisor in Banner would see Faculty, Advisor, and Faculty and Advisor personas
- Office of the Registrar staff will see multiple personas

Examples of users who do not have multiple personas and will not see the screen above:

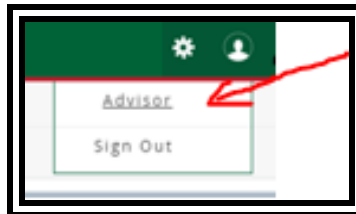
- most students
- employees marked as only one of either Faculty or Advisor in Banner, not both

Users with multiple personas can select the persona they want to work under and switch between them without logging out.

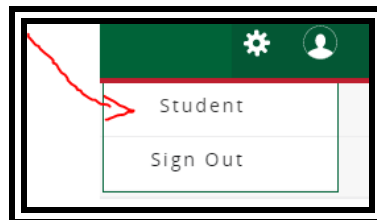
To change personas, click the person icon at the top right of the screen (clear browser cache if there is no person icon):



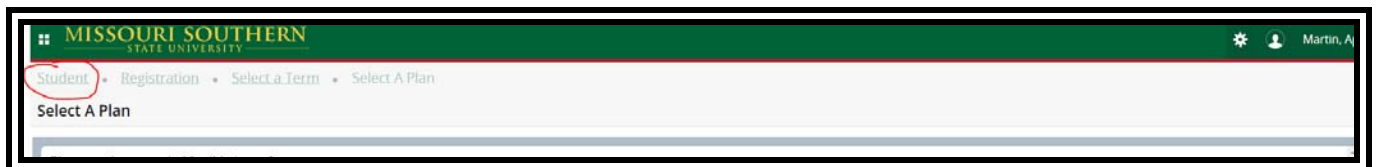
The persona currently in use will be displayed. Click on the persona:



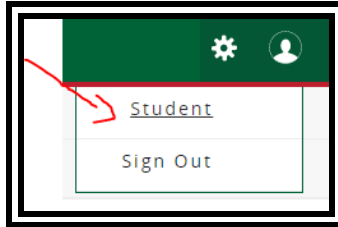
Note: if the persona is not underlined as shown above, the user will be unable to click on it.



Click on the first link in the breadcrumbs at the top of the page:



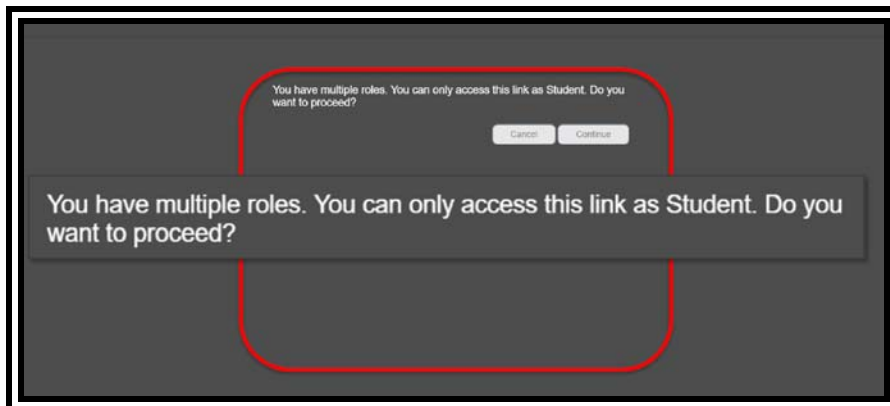
The landing page will appear. Now the persona should be underlined. Click the persona:



The prompt to choose a persona will be displayed. Chose a new persona and click OK:

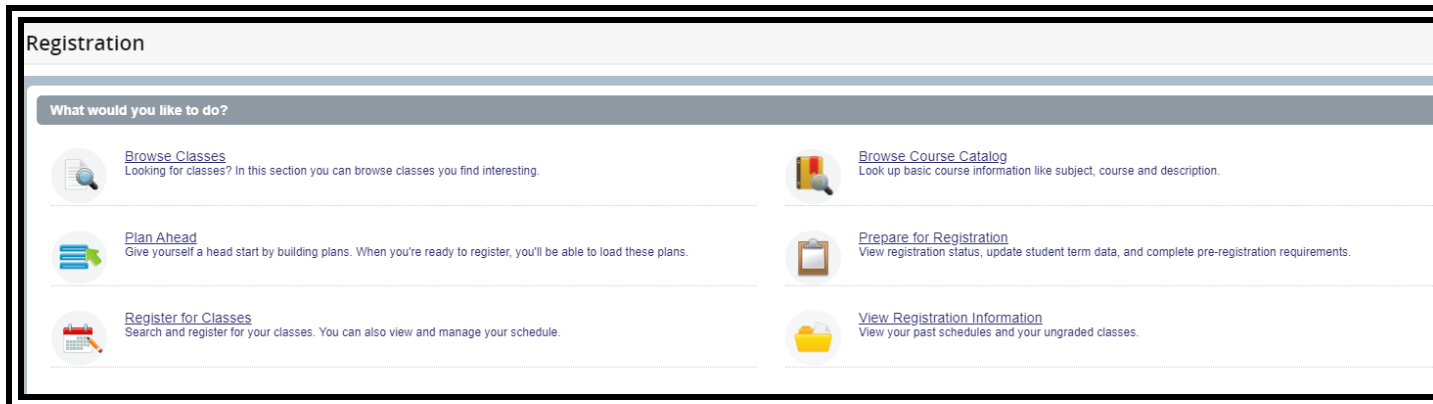


If a user has multiple personas and the persona in use does not have access to a specific page, they will be prompted to change personas to continue:



C) Landing Page

After opening Banner 9 Self-Service Enrollment (and choosing the desired persona if prompted), a landing page will be displayed. Not all personas will see the same links:



The available links are:

<u>Link</u>	<u>Personas With Access</u>
Browse Classes	All personas
Browse Course Catalog	All personas
Plan Ahead	All except Registrar
Prepare for Enrollment	Student and Registrar personas only
Register/Drop Classes	All personas
View Enrollment Information	Student persona only