

# SUNY Adirondack Office of Records and Registration

ADDRESS: 640 Bay Road, Queensbury, NY 12804-1445 | CALL: 518.743.2279 | EMAIL: [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)

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## Student Banner How to Guide

Banner is the system that SUNY Adirondack uses to allow students to conduct business with the college. Through Banner you will register for courses, print class schedules, review and accept your financial aid, obtain your login information, find the necessary access information for the campus wireless network and check your payroll if you are a student employee.

During the 2023-2024 academic year, the College began an update to the Banner system. There is a Student Services section, a My Account section and a Banner-8 Student section.

- To log into Banner, you will go through the MYSUNYADK student portal, <https://www.mysunyadk.com/> with your Network ID and password then select the Banner link from the menu at the top of the page.
- Once logged in, you can navigate the Student Services and My Account sections ***but*** to access the Banner 8 - Student section items, you will need to know your Banner ID (500#) and Pin.

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

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

Additional information about your SUNY Adirondack accounts is available via the SUNY Adirondack website: <https://www.sunyacc.edu/suny-adirondack-technology>.

## Banner Step-by-Step Instructions

1. [Start Here: Log In](#)
2. [Browse Classes or Browse the Course Catalog](#)
3. [Register for Classes](#)
4. [View Grades](#)
5. [View the Student Profile](#)
6. [View Unofficial Transcript](#)

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## Student Banner How To: Log In

This guide provides step-by-step instructions for students on accessing the Student Banner (aka Self-Service Banner 9) system. If you ever have any questions about how to navigate Banner, you can contact:

- Registrar - [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)
  - Student Success - [advising@sunyacc.edu](mailto:advising@sunyacc.edu)
  - Help Desk - [help@sunyacc.edu](mailto:help@sunyacc.edu)
1. If this is your first-time logging into Banner, you must first look up your Network ID and Password through Banner - 8. You should follow the instructions under the BANNER section of the <https://www.sunyacc.edu/suny-adirondack-technology> page.
  2. Once you have your Network ID and Password, go to <https://www.mysunyadk.com/> and select the Banner link.
  3. Enter your network ID (ex: s\_rondacke1 and password [Not your 500 Number and pin])
  4. This will take you to the following menu.
    - a. Please note that everything under the **Student Services** and **My Account** sections you will navigate to without having to log in again but if you utilize any of the **Banner 8 - Student** section items, you may be prompted to enter your 500 Number and pin.

### Student Services

- Brightspace
- Browse Classes
- Register for Classes
- Student Profile
- View Grades
- View Unofficial Transcript

### My Account

- Personal Information

If you have any questions, please email [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu).

### Banner 8 - Student

- Student Records
- Student Account
- FERPA Menu
- Apply for Housing
- Update Veteran Status
- Student Employment
- Proctored Exam Request

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

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## Student Banner How To: Browse Classes or Browse the Course Catalog

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)
- Student Success - [advising@sunyacc.edu](mailto:advising@sunyacc.edu)
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2. Once you have your Network ID and Password, go to <https://www.mysunyardk.com/> and select the Banner link.
3. Enter your network ID (ex: s\_rondacke1 and password [Not your 500 Number and pin])
4. This will take you to the following menu.

The screenshot shows the Banner Student Main Menu interface. At the top, there is a blue header bar with the ellucian logo on the left and a user profile icon with the name 'Ella Test Rondack' on the right. Below the header, the main content area is titled 'Main Menu'. On the left side of the main menu, there is a circular profile icon and the text 'Hello Ella, This is the entry page for Banner Student. 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:'. To the right of this text is a green-bordered box titled 'Student Services' which contains a list of links: Brightspace, Browse Classes, Register for Classes, Student Profile, View Grades, and View Unofficial Transcript.

5. The Browse Classes link is where course catalog and section information are available.
  - a. The Schedule Planner Guest Mode will allow you to view via the College Scheduler system. This is ideal for reviewing an active semester schedule.
  - b. You cannot register for classes from the Browse Classes section, you will need to return to the Student Services menu and select Register for Classes.
6. You will have two options when you get to the Registration Landing page: Browse Classes or Browse Course Catalog.
7. You can return to the Student Services menu by using the browser back button.

## Browse Classes

## What would you like to do?



### Browse Classes

Looking for classes? In this section you can browse classes you find interesting.

1. You will be asked to Select a term. The View Only note will show up for a semester where registration is either ended or upcoming.
2. Search by subject and course number, attribute, or use the advanced search for more options and select Search from either view.
  - a. General Search Image

### Browse Classes

#### Enter Your Search Criteria

Term: Summer 2024

Subject

Course Number

Attribute

Campus

Keyword

Search

[Clear](#)

[▶ Advanced Search](#)

### b. Advanced Search Image

### Browse Classes

#### Enter Your Search Criteria

Term: Summer 2024

Subject

Course Number

Attribute

Campus

Keyword

Open Sections Only

Level

Buildings

College

Departments

3. You will see the available classes displayed.

### Browse Classes

Search Results — 9 Classes  
 Term: Summer 2024 Subject: Biology Search Again

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Ty	Attribute	Instructional Method	Reserved Se	Linked Sections
<a href="#">Principles of Biology</a>	BIO	103	AN1	4	6010	Su...	<a href="#">Amy Macaluso</a> (...)	Su M   T   W   R   F   Sa - Type: Class Bu	On...	20 of 20 se...	Lecture/...	Gen Ed NatSci SciReasoning23 Gen Ed Nat SciReasoningLab23 Liberal Arts and Sciences Lab Science Gen Ed Natural Sciences	Online		
<a href="#">Principles of Biology</a>	BIO	103	AN2	4	6015	Su...	<a href="#">Amy Macaluso</a> (...)	Su M   T   W   R   F   Sa - Type: Class Bu	On...	20 of 20 se...	Lecture/...	Gen Ed Natural Sciences Gen Ed NatSci SciReasoning23 Gen Ed Nat SciReasoningLab23 Liberal Arts and Sciences Lab Science	Online		
<a href="#">Human Anatomy &amp;...</a>	BIO	107	AN1	4	6017	Su...	<a href="#">Ann E. Miele</a> (P...	Su M   T   W   R   F   Sa - Type: Class Bu	On...	20 of 20 se...	Lecture/...	Gen Ed Natural Sciences Gen Ed NatSci SciReasoning23 Gen Ed Nat SciReasoningLab23 Liberal Arts and Sciences	Online		

- You can hover over the Meeting Times block to see a stacked view of the meeting and time information for the class.
- If there are linked sections you will see a blue image under the Status column and you will have the option to select View Linked under the Linked Sections column.

## Browse Course Catalog



### [Browse Course Catalog](#)

Look up basic course information like subject, course and description.

- You will be asked to Select a term.
- Search by subject and course number, attribute, or use the advanced search for more options and select Search from either view.

### Browse Courses

#### Enter Your Search Criteria

Term: Summer 2024

Subject

Course Number

Attribute

College

Keyword

[Clear](#) [Advanced Search](#)

3. You will see active courses from the catalog during the semester that was selected. If there are sections available on the schedule for the current semester, you'll be able to see them by selecting the View Sections button.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Courses](#)

### Browse Courses

Search Results — 15 Courses  
Term: Summer 2024 Subject: Biology Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections
<a href="#">Principles of Biology</a>	Biology	103		An introduction to the study of life, with emphasis on the basic biological concepts that govern the scientific study of animal behavior to examine what animals do and why they do it. Bi	<a href="#">View Sections</a>
<a href="#">Animal Behavior</a>	Biology	104		Considers the scientific study of animal ...	<a href="#">View Sections</a>
<a href="#">Human Anatomy</a>	Biology	105	4	A survey course with attention given to ...	<a href="#">View Sections</a>
<a href="#">Human Anatomy and Physiology I</a>	Biology	107	0 OR 4	Bio 107 is the first part of a two semest...	<a href="#">View Sections</a>
<a href="#">Human Anatomy &amp; Physiology II</a>	Biology	108	0 OR 4	The second course in an integrated stu...	<a href="#">View Sections</a>
<a href="#">Medical Terminology</a>	Biology	109	3	A course in medical terminology taught ...	<a href="#">View Sections</a>
<a href="#">Introduction to Marine Biology</a>	Biology	110	3	An introduction to life in the world's oce...	<a href="#">View Sections</a>
<a href="#">General Biology I</a>	Biology	111	0 OR 4	A course involving the major topics in th...	<a href="#">View Sections</a>
<a href="#">General Biology II</a>	Biology	112	0 OR 4	A survey of the plant kingdom, including...	<a href="#">View Sections</a>
<a href="#">Human Sexuality</a>	Biology	115	3	An introductory course dealing with the i...	<a href="#">View Sections</a>

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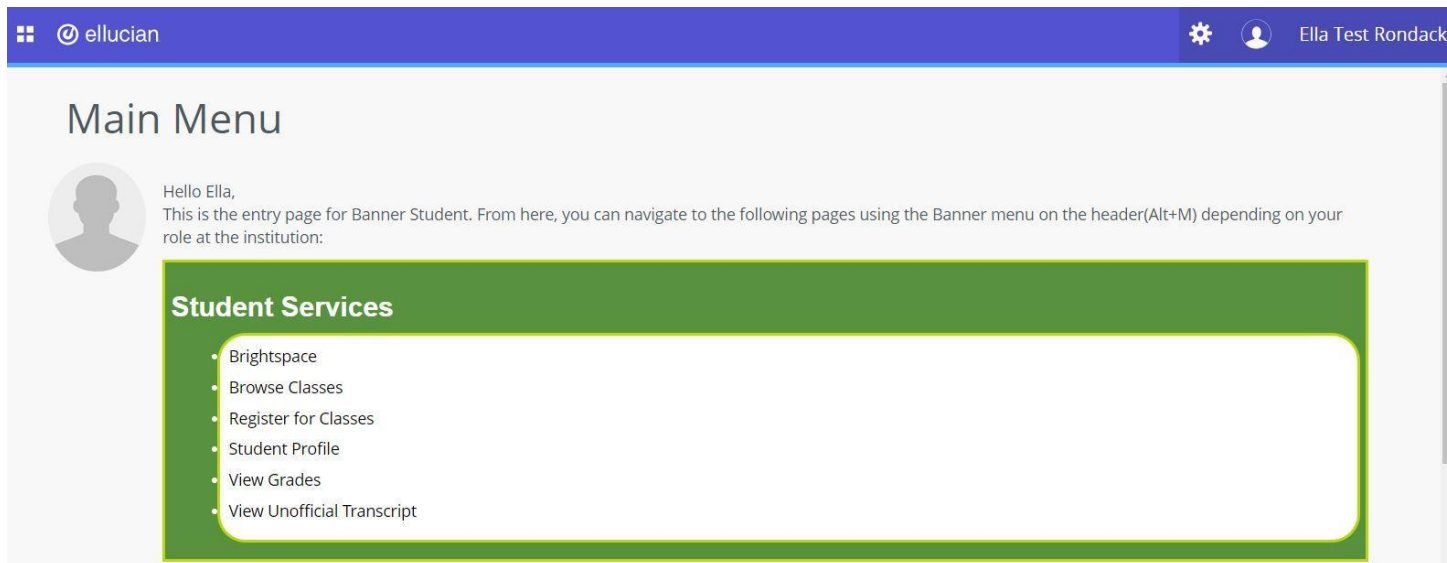
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## Student Banner How To: Register for Classes

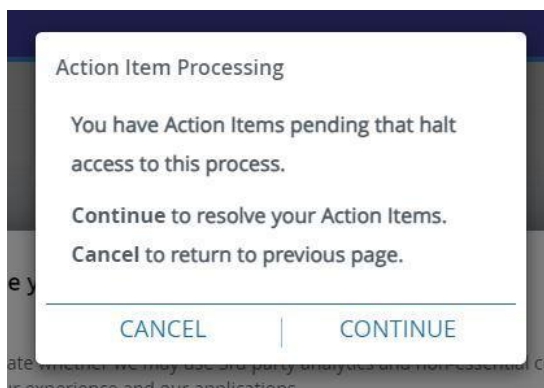
This guide provides step-by-step instructions for students on accessing the Student Banner (aka Self-Service Banner 9) system and how to complete pre-registration requirements and register for classes. If you ever have any questions about how to navigate Banner, you can contact:

- Registrar - [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)
- Student Success Center - [advising@sunyacc.edu](mailto:advising@sunyacc.edu)
- IT Help Desk - [help@sunyacc.edu](mailto:help@sunyacc.edu)

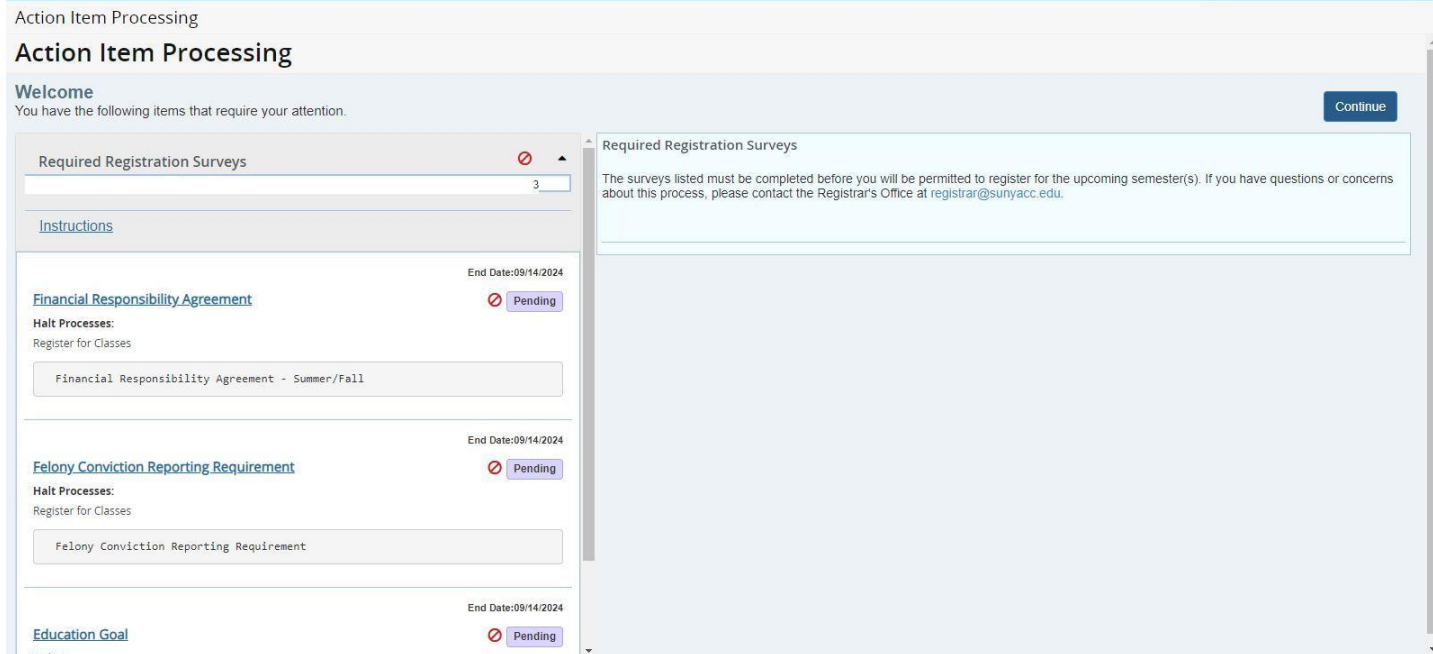
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4. This will take you to the following menu:



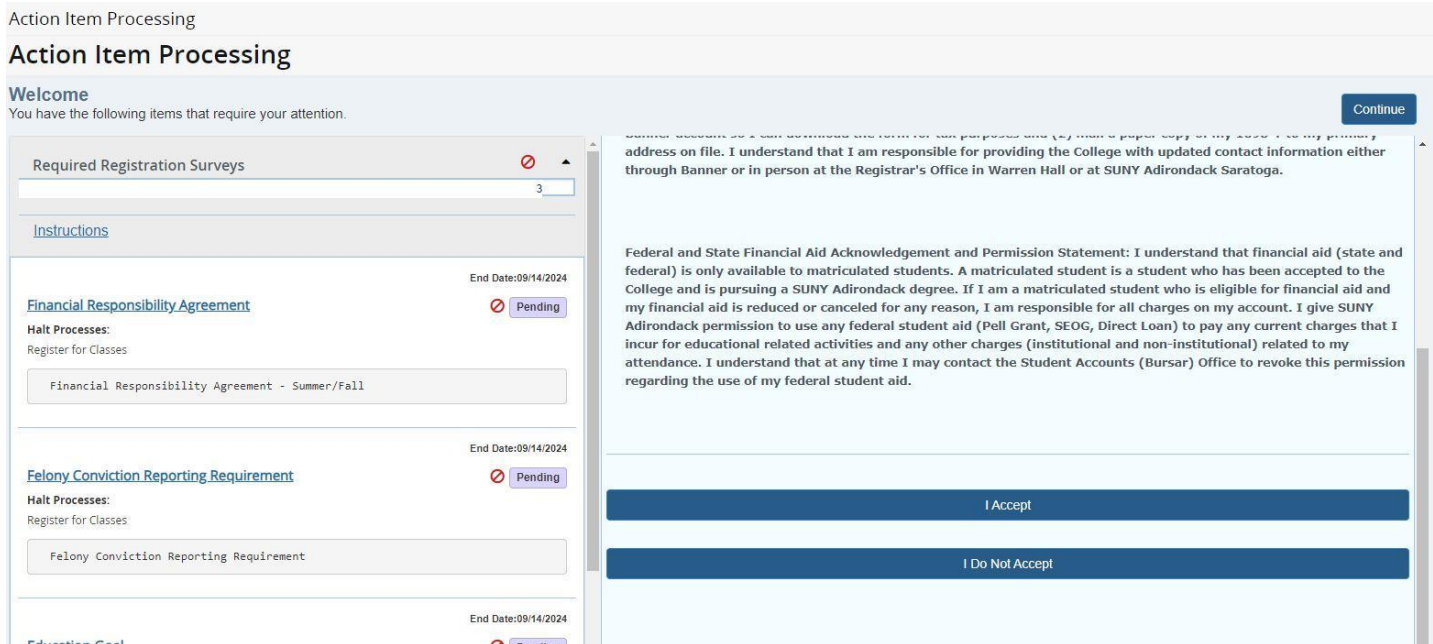
5. Select Register for Classes in the Student Services section of the Main Menu.
6. You will be redirected to Action Item Processing (AIP), if this is your first time for the future semester, going into registration (it may take a minute to load). Click Continue on the pop-up image to complete the required surveys.



- The image below shows an example AIP page but each student will be slightly different based on a student's individual semester requirements. Under the Required Registration Surveys text, there is a number displayed for the number of surveys you need to complete.



- Click in the box for each requirement, this will pop up a blue window with the information to be reviewed and responded to. Reminder, students must accept Financial Responsibility in order to move forward with registration for the upcoming semester.



- The AIP pop up window will show up each time until all surveys are completed.
- Once you have completed the survey, the item will be changed from Pending to Completed and there will be a green bar where the number of surveys was previously listed.



## Action Item Processing

### Welcome

You have the following items that require your attention.

[Continue](#)

#### Required Registration Surveys

The surveys listed must be completed before you will be permitted to register for the upcoming semester(s). If you have questions or concerns about this process, please contact the Registrar's Office at [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu).

#### Required Registration Surveys

The surveys listed must be completed before you will be permitted to register for the upcoming semester(s). If you have questions or concerns about this process, please contact the Registrar's Office at [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu).

#### Required Registration Surveys

The surveys listed must be completed before you will be permitted to register for the upcoming semester(s). If you have questions or concerns about this process, please contact the Registrar's Office at [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu).

11. Click [Continue](#) to move on to registration.
12. Select a term from the drop-down menu and click [Continue](#)
13. You will be brought to a landing page that has 3 tiles - Class Search, Schedule, and Summary.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Schedule and Options](#)

#### Enter Your Search Criteria

Term: Summer 2024

Subject

Course Number

Attribute

Campus

Keyword

[Advanced Search](#)

#### Schedule

Schedule Details

Class Schedule for Summer 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels

#### Summary

Tuition and Fees

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

14. To complete registration you can either [Find Classes](#) or [Enter CRNs](#) (see below for how-to with each option). You may have [prerequisite or registration error messages](#) that will appear in red.
15. Once you have completed registration, you can review your schedule under the [Schedule and Options](#) tab.

## Find Classes

1. Search by subject and course number, attribute, or use the advanced search for more options and select [Search](#).

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Summer 2024

Subject:

Course Number:

Attribute:

Campus:

Keyword:

[Advanced Search](#)

2. You will see the available classes displayed.
  - a. You can hover over the Meeting Times block to see a stacked view of the meeting and time information for the class.
  - b. If there are linked sections you will see a blue image under the Status column and you will have the option to select View Linked under the Linked Sections column.

Find Classes | Enter CRNs | Schedule and Options

Search Results — 2 Classes  
Term: Summer 2024 | Subject: Biology | Course Number: 103

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Typ	Attribute	Instructional Method	Reserved Se:	Linked Sections	Add	
<a href="#">Principles of Biology</a>	BIO	103	AN1	4	6010	Su...	Amy Macaluso (P...	<a href="#">Su</a> <a href="#">W</a> <a href="#">T</a> <a href="#">W</a> <a href="#">R</a> <a href="#">F</a> <a href="#">Sa</a>	- Type: Class	Built	On...	20 of 20 se...	Lecture/L...	Gen Ed NatSci SciReasoning23 Gen Ed Nat SciReasoningLab23 Liberal Arts and Sciences Lab Science Gen Ed Natural Sciences	Online		<input type="button" value="Add"/>
<a href="#">Principles of Biology</a>	BIO	103	AN2	4	6015	Su...	Amy Macaluso (P...	<a href="#">Su</a> <a href="#">W</a> <a href="#">T</a> <a href="#">W</a> <a href="#">R</a> <a href="#">F</a> <a href="#">Sa</a>	- Type: Class	Built	On...	20 of 20 se...	Lecture/L...	Gen Ed Natural Sciences Gen Ed NatSci SciReasoning23 Gen Ed Nat SciReasoningLab23 Liberal Arts and Sciences	Online		<input type="button" value="Add"/>

3. Select Add to the far right of the display to register for the selected section.
4. You will see the section added to the Summary in the bottom right corner.
5. The Status will remain as Pending until you click Submit. You are NOT registered until you click Submit.

Summary [Tuition and Fees](#)

Title	Details	Hour	CRN	Schedule Typ	Instructional Methc	Fin Aid Status	Status	Action
<a href="#">Principles of Biology</a>	BIO 103, A...	4	6010	Lecture/Lab	Online		Pending	<input type="button" value="Web Registered"/>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

6. If you registered for a course section and wish to change it, select the appropriate option under Action in the Summary section and click Submit.

Summary								Tuition and Fees
Title	Details	Hour	CRN	Schedule Typ	Instructional Methc	Fin Aid Status	Status	Action
Principles of Biology	BIO 103, AN1	4	6010	Lecture/Lab	Online		Registered	None None Drop/Add Web **Registered Online**

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 8

Compliance Results

Submit

## Enter CRNs

1. Enter the CRN for the course you are looking to register for.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2024

CRN

[+ Add Another CRN](#) **Add to Summary**

2. You can add multiple CRNs by clicking the Add Another CRN link or by using the tab key.

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2024

CRN  Introduction to College Writing ENG 101, ANA

CRN  Mathematical Functions MAT 108, AN1

CRN

[+ Add Another CRN](#) **Add to Summary**

3. When done select Add to Summary.
4. You will see the section added to the Summary in the bottom right corner. The Status will remain as Pending until you click Submit. You are NOT registered until you click Submit.
5. If you registered for a course section and wish to change it, select the appropriate option under Action in the Summary section and click Submit.

## Prerequisite or Registration Error

1. If you do not have the necessary prerequisite or required status to register for a class, a red error message will appear in the top right corner of the page.

! ENG 101 CRN 5839: Prerequisite and Test Score error

- The section will be highlighted red in the Summary section and you can hover over the Status column to see the error that had been displayed in the top right.

Title	Details	Hour	CRN	Schedule Typ	Instructional Meth	Fin Aid Status	Status	Action
Introduction to Colle...	ENG 101, ...	3	5839	Lecture	Online		Errors Preventi...	Remove
Principles of Biology	BIO 103, A...	4	6010	Lecture/Lab	Online		Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 8

Compliance Results

Submit

- You will need to click Submit to remove the class from the listing.

## Schedule and Options

- This provides you with a summary view of your selected semester registration.
- You have the option to print your schedule from this page.
- You can select Schedule Details to view comprehensive information about your registration and schedule.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs **Schedule and Options**

#### Summary

Term: Summer 2024

Title	Details	Hours	CRN	Schedule Typ	Grade Mode	Level	Study Path	Date	Instructional Methods	Status	Message
Principles of Biology	BIO 103, AN1	4	6010	Lecture/Lab	Standard Le...	ACC Credit	None	03/18/2024	Online	Registered	**Web Re...

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 8

Schedule **Schedule Details**

Class Schedule for Summer 2024

Principles of Biology | Biology 103 Section AN1 | Class Begin: 05/20/2024 | Class End: 06/28/2024

Message: \*\*Web Registered\*\* | Hours: 4 | Level: ACC Credit | Campus: On-line | Schedule Type: Lecture/Lab | Instructional Method: Online | Grade Mode: Standard Letter

05/20/2024 -- 06/28/2024 | Su | M | T | W | R | F | Sa | - Type: Class Location: On-line Building: Online Course Room: None

Instructor: Amy Macaluso (Primary)

CRN: 6010

Registered

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## Student Banner How To: View Grades

This guide provides step-by-step instructions for students on accessing the Student Banner (aka Self-Service Banner 9) system and viewing grades. If you ever have any questions about how to navigate Banner, you can contact:

- Registrar - [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)
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2. Once you have your Network ID and Password, go to <https://www.mysunyadk.com/> and select the Banner link.
3. Enter your network ID (ex: s\_ondacke1 and password [Not your 500 Number and pin])
4. This will take you to the following menu:

The screenshot shows the Banner Student Main Menu. At the top, there is a blue header with the 'ellucian' logo and a user profile for 'Ella Test Rondack'. Below the header, the main menu is displayed. It includes a greeting: 'Hello Ella, This is the entry page for Banner Student. 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:'. A green box highlights the 'Student Services' section, which contains a list of options: Brightspace, Browse Classes, Register for Classes, Student Profile, View Grades, and View Unofficial Transcript.

5. Select View Grades in the Student Services section of the Main Menu. This will redirect you to the View Grades page.
  - a. Note: once on the View Grades page, use the back button to return to the Student Services menu
  - b. The images below show an *example* View Grades but each student's page will be slightly different based on a student's individual information
6. Select a Term will display semesters for which you have grades available. You also need to Select a Course Level (for most students this will be ACC Credit).
  - a. The Primary Curriculum will populate based on the semester selected.

View Grades

Student Grades - Eva T. Rondack ( )

Select a Term ▲      Select a Course Level ▼

Search

All Terms

Fall 2023

Spring 2023

Fall 2022

7. You will see the GPA Summary for the selected semester. You will then see a table listing the Subject, Course Title, Midterm and Final Grades, Attempted and Earned Credits, GPA and Quality points listed.
  - a. You can click on the Course Title and a pop-up window will appear to review the Course Description, Course Attributes, Course Prerequisites and Course fees.
  - b. You can click on the CRN and a pop-up window will appear to view section specific information like the Instructor, Meeting Time, and Section Fees.
  - c. Grades will be available on this screen once they have been processed for the semester by the Registrar's Office. This typically happens 1-2 weeks after final exams. You can view your grades prior to grade posting in Degree Works.

View Grades

Student Grades - Eva T. Rondack ( )

Fall 2023 ▼      ACC Credit ▼

**GPA Summary** [View Details](#)

2.98	2.79	-	2.79
Selected Term	Institutional	Transfer	Overall

**Primary Curriculum** [View Details](#)

**Level :** ACC Credit

**College :** Humanities Division

**Degree :** Associate in Science

**Program :** Physical Education Studies AS

Course Work											Search by Course Title or Subject Code (ALT+Y)
Subject	Course Title	Campus	Midterm Grade	Final Grade	Narrative Grade Com...	Attem...	Earne...	GPA ...	Qualit...	CRN	Action
HIS 104, 1	The United States Since 1877	M		B		3.000	3.000	3.000	9.00	SG001	
BIO 107, 1	Human Anatomy and Physiology I	M		B		4.000	4.000	4.000	12.00	SG004	
PEP 106, 2	Athletic Training I	M		B		3.000	3.000	3.000	9.00	SG007	

8. To view a different semester, click the term and select a new term to view. You also need to Select a Course Level (for most students this will be ACC Credit).

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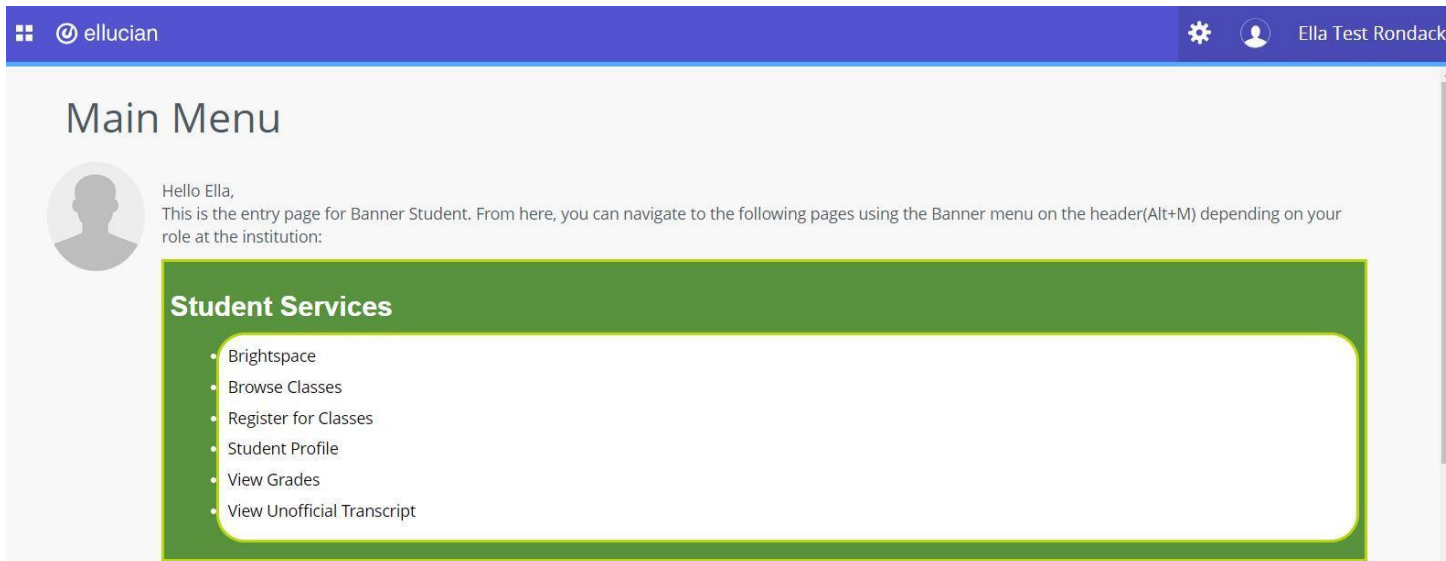
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## Student Banner How To: View the Student Profile

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2. Once you have your Network ID and Password, go to <https://www.mysunyadk.com/> and select the Banner link.
3. Enter your network ID (ex: s\_ondacke1 and password [Not your 500 Number and pin])
4. This will take you to the following menu:



5. Select Student Profile in the Student Services section of the Main Menu
6. This will redirect you to the Student Profile.
  - a. Note: once on the Student Profile, use the back button to return to the Student Services menu
7. The image below shows an *example* Student Profile but each Student Profile will be slightly different based on a student's individual profile information.

## What information is on the Student Profile?

\*Note that the term displayed in the upper left-hand corner is reflective of the information shown on the profile page.

ellucian Ella Test Rondack

Student • Student Profile

Student Profile - Ella T. Rondack (500214695)

term: Summer 2024 Current term Standing: Good Standing, as of Spring 2024 Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 3 Holds: 0

**Bio Information**  
 Email: s\_rondacke1@wolfmail.sunyacc.edu  
 Phone: 518 7432275  
 Date of Birth: 01/01/2006  
 Citizen: Yes  
 Citizenship: Citizen

**General Information**  
 Level: ACC Credit  
 Status: Active  
 Student Type: New First Time  
 Residency: In state Resident  
 Campus: Queensbury Campus  
 First Term Attended: Spring 2024  
 Last Term Attended: None

**Advisors**  
 Advisors are not assigned for the selected term.

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:	Undeclared	
Level:	ACC Credit	
Major:	Undeclared	
Concentration:	Not Provided	
Admit Type:	Not Provided	
Admit Term:	Spring 2024	
Catalog Term:	Spring 2024	

**REGISTERED COURSES**

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

**Curriculum and Courses**

**Prior Education and Testing**

**Additional Links**

**Academic Transcript**

**Book Smart**

**Browse Classes**

**College Scheduler**

**Degree Works**

**Register for Classes**

**View Grades**

1. Student's overall standing, total credit hours, and GPA.
2. Registration notices and holds on the student's account.
3. Biographical information: email, phone number, date of birth. (See link below for updating personal information.)
4. Curriculum information: degree, level, program, university, major, hours, GPA. (See link below for changing your degree or major.)
5. General information: level, current status, student type, state residency campus, first and last term of attendance.
6. Current registered courses (for the semester selected): title, number, registration status, instructor.
7. Advisor's name once assigned for the semester
8. This is a split menu:
  - a. Curriculum and Courses (what the current Profile screen is displaying), Prior Education and Testing (this will change the number 4 display of "Curriculum, Hours & GPA section)
  - b. Additional Links include access to: Book Smart, Browse Classes, College Scheduler, Degree Works, Register for Classes, View Grades (midterm and final grades) and View Unofficial Transcript (final grades and earned credits)

If you ever have any questions about what is listed on your Student Profile, you can contact:

1. Registrar - [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)
2. Student Success - [advising@sunyacc.edu](mailto:advising@sunyacc.edu)
3. Academic Advisor - view your Student Profile or Degree Works to view this information

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



# SUNY Adirondack Office of Records and Registration

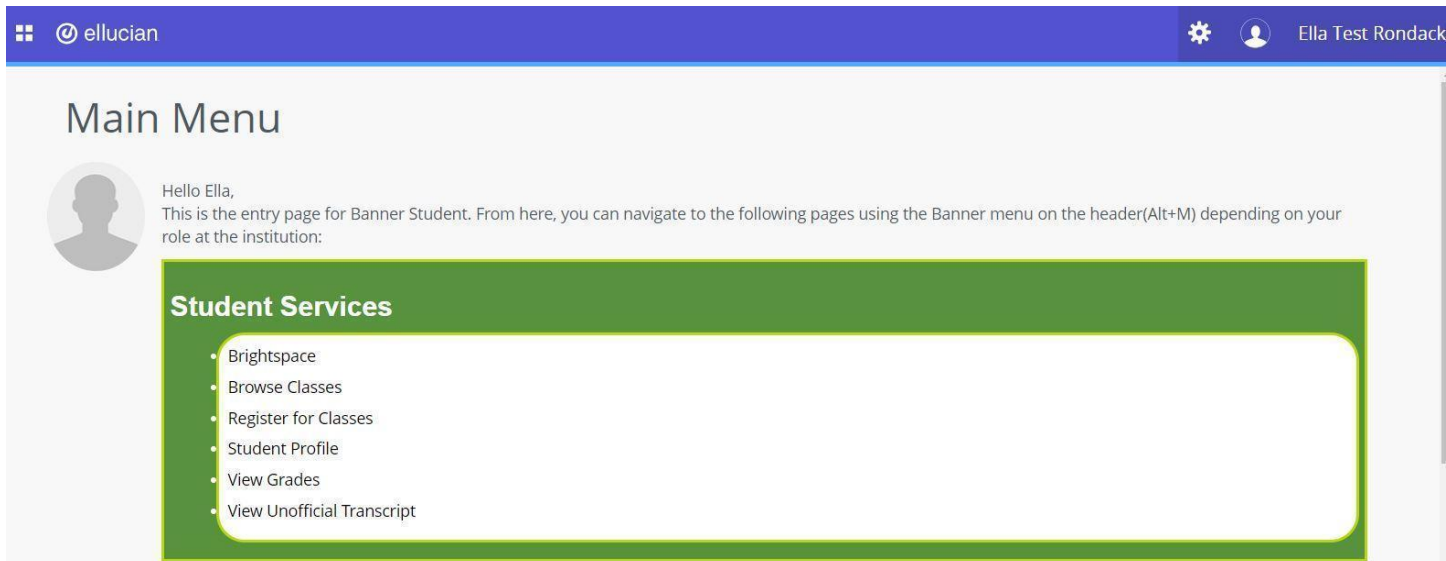
ADDRESS: 640 Bay Road, Queensbury, NY 12804-1445 | CALL: 518.743.2279 | EMAIL: [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu)

## Student Banner How To: View Unofficial Transcript

This guide provides step-by-step instructions for students on accessing the Student Banner (aka Self-Service Banner 9) system and viewing grades. If you ever have any questions about how to navigate Banner, you can contact:

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

1. If this is your first-time logging into Banner, you must first look up your Network ID and Password through Banner - 8. You should follow the instructions under the BANNER section of the <https://www.sunyacc.edu/suny-adirondack-technology> page.
2. Once you have your Network ID and Password, go to <https://www.mysunyadk.com/> and select the Banner link.
3. Enter your network ID (ex: s\_ondacke1 and password [Not your 500 Number and pin])
4. This will take you to the following menu:



5. Select View Unofficial Transcript in the Student Services section of the Main Menu. This will redirect you to the Academic Transcript page.
  - a. Grades will only show on the unofficial (and official) transcript when they have been processed by the Registrar's office which typically happens one to two weeks after final exams have ended for the semester. You can view your grades in Degree Works prior to grade posting.
  - b. To request an official transcript, go to: <https://www.parchment.com/u/registration/36025/institution>
6. The page will default to Transcript Level: All Levels and Transcript Type: WEB Transcript (this is an unofficial transcript to view or Print for your records).

## Academic Transcript

Transcript Level

All Levels

Transcript Type

WEB Transcript

[Student Information](#)

[Institution Credit](#)

[Transcript Totals](#)

 Print

7. There are 3 sections to the WEB Transcript:
  - a. Student Information: Display of student biographical information, current major, and rolled majors listed as; sought [in progress, there may be several if you have changed your degree], pending [upcoming degree completion], or awarded [earned degree].
  - b. Institution Credit: Per semester display of grades and GPA totals.
  - c. Transcript Totals: Display of overall hours and GPA totals.
8. Note: once on the Academic Transcript page, use the back button to return to the Student Services menu.