



Learn more about Ellucian Banner Self-Service

Enhanced capabilities for your
students, administrative and
teaching staff



Empower your institution's community.

Ellucian Banner® comes with a powerful set of self-service capabilities in every application. You'll get enhanced, powerful user experiences designed for higher education—each created to give your students, administrative and teaching staff the information and access they need to succeed.





Faculty and Advisor Self-Service within Banner Student

Faculty members can perform their everyday class tasks using self-service functionality. We've designed an intuitive, responsive, mobile user experience that streamlines administrative management and accommodates the daily needs and experiences of your teaching staff members.

- » **Attendance Tracking** offers teaching staff members an easy tool for documenting student attendance, improving accuracy, and saving your registrar and financial aid officers time.
- » **Class Roster** lets teaching staff members review their students' academic profiles and schedules, communicate with students over email, print class rosters, and more.
- » **Faculty Grade Entry** offers teaching staff members mobile capability for entering assignment grades and posting midterm, final and incomplete grades. The application can then automatically compute final grades. To make things even easier, teaching staff members can also import grades directly from their existing spreadsheets or their learning management system.



“We saw a 47 percent decrease in call volume in regard to registration issues.”

JESSE NEBRES

Senior Lead Technician,
IT Services Help Desk,
University of San Diego

- » **Advising Functionality** lets advisors easily view their students' academic details in a succinct profile view, helping them advise students in real time with timely academic insight. Complementing this functionality is Ellucian Degree Works™, which lets advisors seamlessly link degree auditing information together and propose courses for their advisees.

Student Self-Service within Banner Student

» **Student Profile** consolidates a student's information and academic progress in one view. Advisors share the same view, allowing for truly personalised advice to help students make better academic decisions.

» **Registration** provides an intuitive tool to help students prepare for current and future registration by allowing them to craft multiple scenarios and plan ahead. It also includes seamless integration with Ellucian Degree Works, advisor access and registration planning via Student Education Planner. Feature-rich Registration includes:

- **Course Catalog**, showing all courses offered by your institution
- **Class Schedule**, to help students plan the best schedules to meet their needs
- **Registration Status**, so students can view holds, priority registration details and other key information
- **Plan Ahead**, so students can easily determine what courses are required to graduate

» **Student Account** allows students to view, manage and pay institutional charges, as well as keep track of their tax documents.

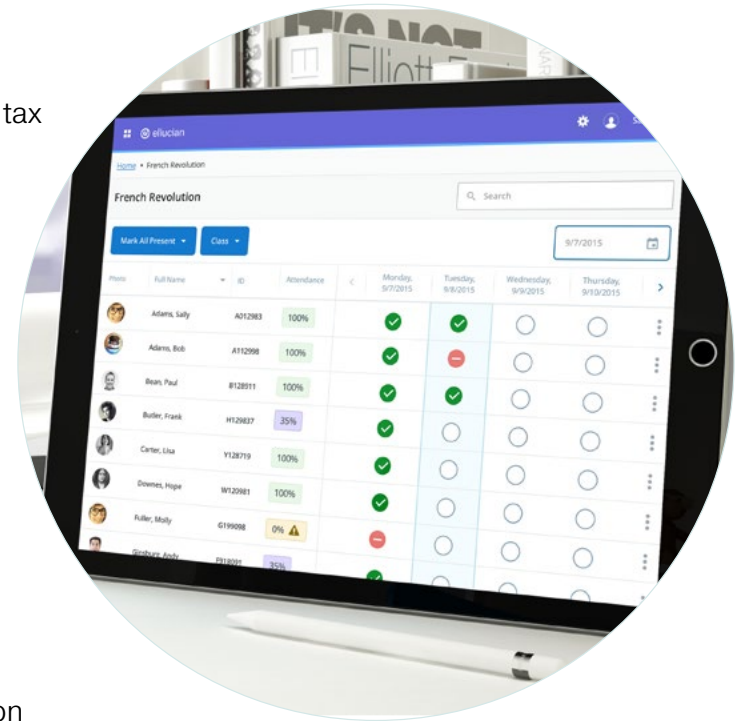
» **View Grades** lets students view their academic progress. Advisors and teaching staff can also view a student's academic progress.

» **Transcript Management** allows students to view an unofficial transcript and request official transcripts.

» **Enrolment Verification** lets students request enrollment verification for third parties.

» **Degree Audit** allows students to view their academic progress via CAPP or Degree Works, informing their planning for future terms.

» **Graduation Application** allows students to submit their applications for graduation.



Finance Self-Service within Banner Finance

Your finance team can get the data, insight and reporting they need using the Finance Self-Service functionality. We've designed these tools to help financial officers and administrators across your institution to create, track and manage their departmental budgets.

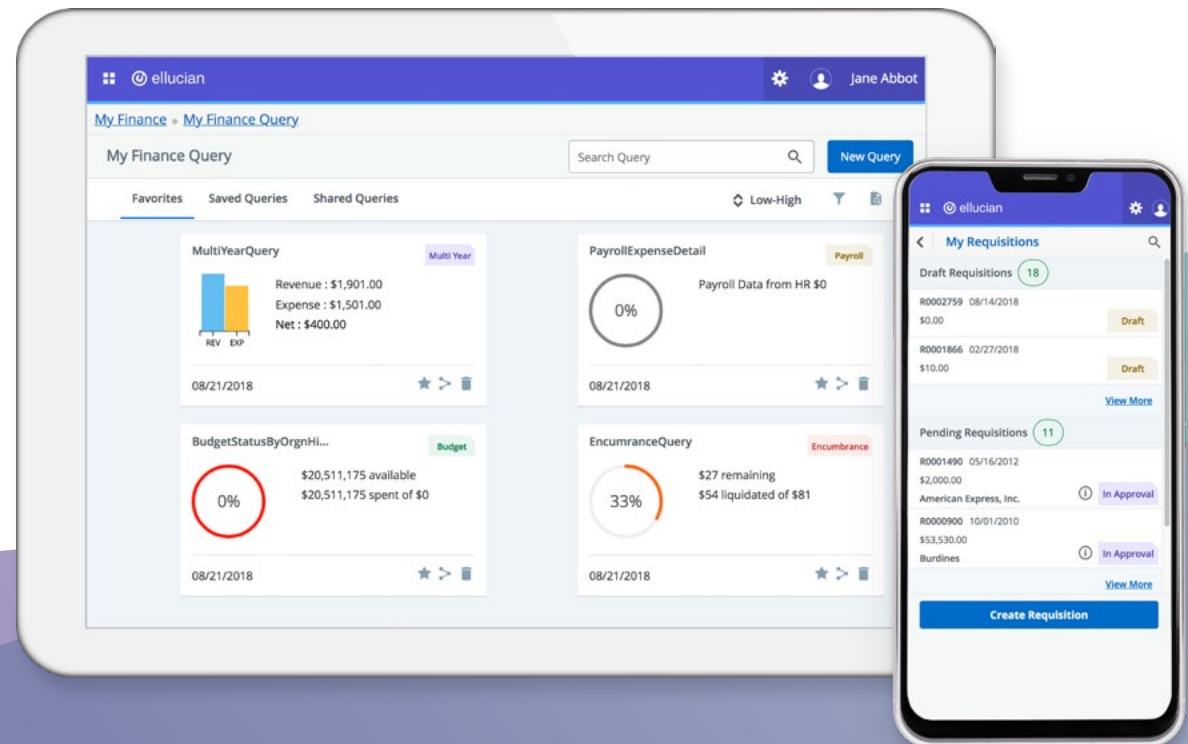
- » **My Finance Query** offers quick views of spend analysis through an intuitive, visually appealing dashboard and lets users save favourite queries and share queries for collaboration.
- » **My Journals** lets users process any type of journal voucher, whether for a budget, encumbrance, or actual transaction. Users can copy, reverse and delete journal vouchers, as well as view, search and manage their journal vouchers using an intuitive dashboard.
- » **My Requisitions** enables faster procurement of products and services with an updated, intuitive user experience and dashboard where users can view their requisitions in all stages.

- » **Approvals** gives users an at-a-glance view of the finance documents in their approval queue.
- » **Budget Development** gives administrators the tools they need to develop an operating budget.



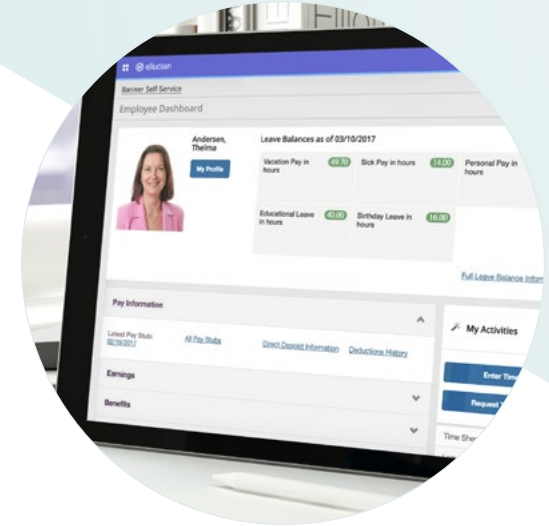
“Finance Self-Service has made some tasks easier for functional users, such as the dashboards in My Requisitions and My Finance Query. The transparency these dashboards offer allow functional users to have current information at their fingertips.”

ANGELA GREGOR, Senior Business Analyst, Lansing Community College



Employee Self-Service within Banner Human Resources

Your human resources department can keep track of key employee data and plan ahead using the Employee Self-Service functionality. This responsive mobile technology helps you meet your compliance needs, plan for challenging teaching and administrative staff workloads and manage the wide range of position types at your institution.



USER-FRIENDLY COMPONENTS INCLUDE:

- » **Employee Profile:** An intuitive entry point for employees to access their personal, employment and job-related information.
- » **Labour Redistribution:** Essential tools for initiating a labour redistribution in Employee Self-Service, routing for approval and maintaining history for audit purposes.
- » **Position Description:** A time-saving functionality for creating, editing, standardising, routing and approving position descriptions in Banner Human Resources, making posting on multiple job-search sites faster and more efficient.
- » **Benefits and Deductions:** Benefits and Deductions enables users to access, enrol and change their benefit data, including beneficiaries and dependents.
- » **Faculty Load and Compensation:** Allows teaching staff members to review the summary and detail of their compensation online.
- » **Electronic Personnel Action Forms (EPAFs):** Accommodates a more efficient approval signature process for centralised and decentralised HCM operations like hiring, salary changes, terminations, etc.
- » **Salary Planner:** Allows authorised administrative users such as HR managers and department heads to evaluate, plan and create budgets for any fiscal year. It also allows for mass salary changes any time during or prior to the fiscal year.
- » **Directory:** Allows users to display contact information, such as e-mail address and phone number, within your institution.

General Self-Service within Banner General

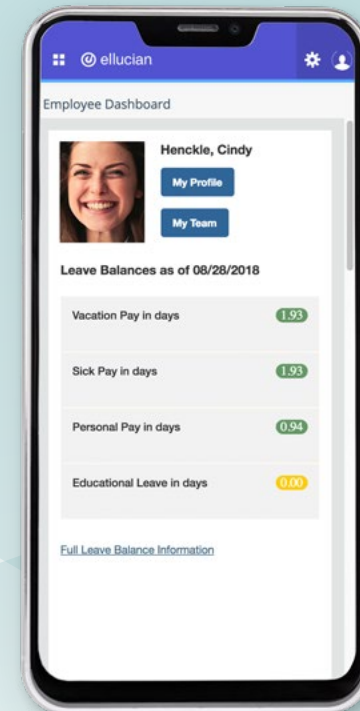
Banner General provides functionality to support all departments across your institution. Management of these applications is designed to empower administrators and teaching staff across the institution to solve departmental needs. Some examples of these include:

- » **Action Item Processing** lets administrators configure, maintain and add action items to specific groups within Banner. From emergency contact forms to open house registrations, administrators can self-manage the distribution and collection of key documents from their constituents.
- » **Direct Deposit** offers mobile-ready functionality and improved usability to streamline the entry of direct deposit information for employees and students.
- » **Personal Information** gives users the ability to create, update and delete personal information so they can keep their biographic and demographic information up to date.
- » **Proxy Access** lets students designate their parents or guardians as proxy users, allowing them access to information like schedules, midterm and final grades, account summaries and financial aid awards. Proxies can simply log in via email.
- » **Communication Management** allows your administrative users to create, send and manage communications—such as financial aid award letters and registration reminders—to their constituents via email, mobile, or letter. Communication Management enables users to schedule both one-time and recurring communications, as well as track communications and interactions.
- » **Events Management** helps administrators plan, manage and monitor both virtual and in-person events like first-year orientation, seminars and conferences. Attendees can easily register online and get automatic updates.



“Ellucian did a nice job of organising it together based on feedback from schools. If I’m a supervisor, I want to see what I have to do as a manager—as well as what I have to do for myself—all in one place.”

JOY HAYWARD, Director of Human Resource Information Systems, Seton Hall University



Let's get started.

Ready to take advantage of all that Banner Self-Service has to offer? Ask your account executive about Ellucian Services to get started quickly.



Ellucian is the world's leading provider of software and services that power the essential work of colleges and universities. More than 2,500 institutions in 50+ countries rely on Ellucian to enhance operations and enrich the student experience for nearly 20 million students.

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