

Self-Service Banner (SSB) and Baseline/Internet Native Banner (INB) for Advisors
(How Advisors Access Student Information (MyFGC & INB))

Log into Self-Service Banner (from www.fgc.edu select MyFGC)

Select Enter Secure Area

Enter your user ID (your employee ID#)

Enter your PIN (Your Banner default PIN is your birthdate in the format: MMDDYYYY. If your PIN does not work, enter your FGC User ID and click the Forgot PIN? button. After you answer some security questions, you will be able to reset your PIN).

If the system is idle for a length of time, you may be prompted to enter your user ID and PIN again. This is a security measure to ensure that non-authorized individuals do not have access to the system via your access.

Choose Faculty and Advisors. This is where you access information, depending upon your level of access. Depending upon which option you select, you may be prompted to enter a term.

To View Student Information

- Select Student Information Menu, then select the information needed (you may be prompted to enter a term)
- In order to access detailed information on a student, you will be prompted to enter the student's FGC ID number. You may also query for the student. (The query will only find active students. If you need information on a student who is no longer active at FGC, you must enter the student's FGC ID number.)
- If you query, in Search Type, always use "All" otherwise, the system is looking for a student assigned to you as an advisee or enrolled in your class if you are a faculty member.
- Click Submit in order to access the student information
- If you need to see information other than what is displayed, select Return to Menu at the upper right-hand part of the screen. This should take you to a menu from which you may select other information to view.
- **Be sure to select ID selection if you want to look up information on a different student**
- Be sure to Exit and Return to Homepage when you are finished. This will ensure that someone else does not access student information via your access.

To View Comments or Lift Holds: You will need access to baseline Banner. For assistance, see the guide for "How to Access Baseline Banner". For more information, see the guide: "How to Enter or Remove Holds". It includes information about holds and comments. For general information, see the guide: "General Information and Keyboard Shortcuts".