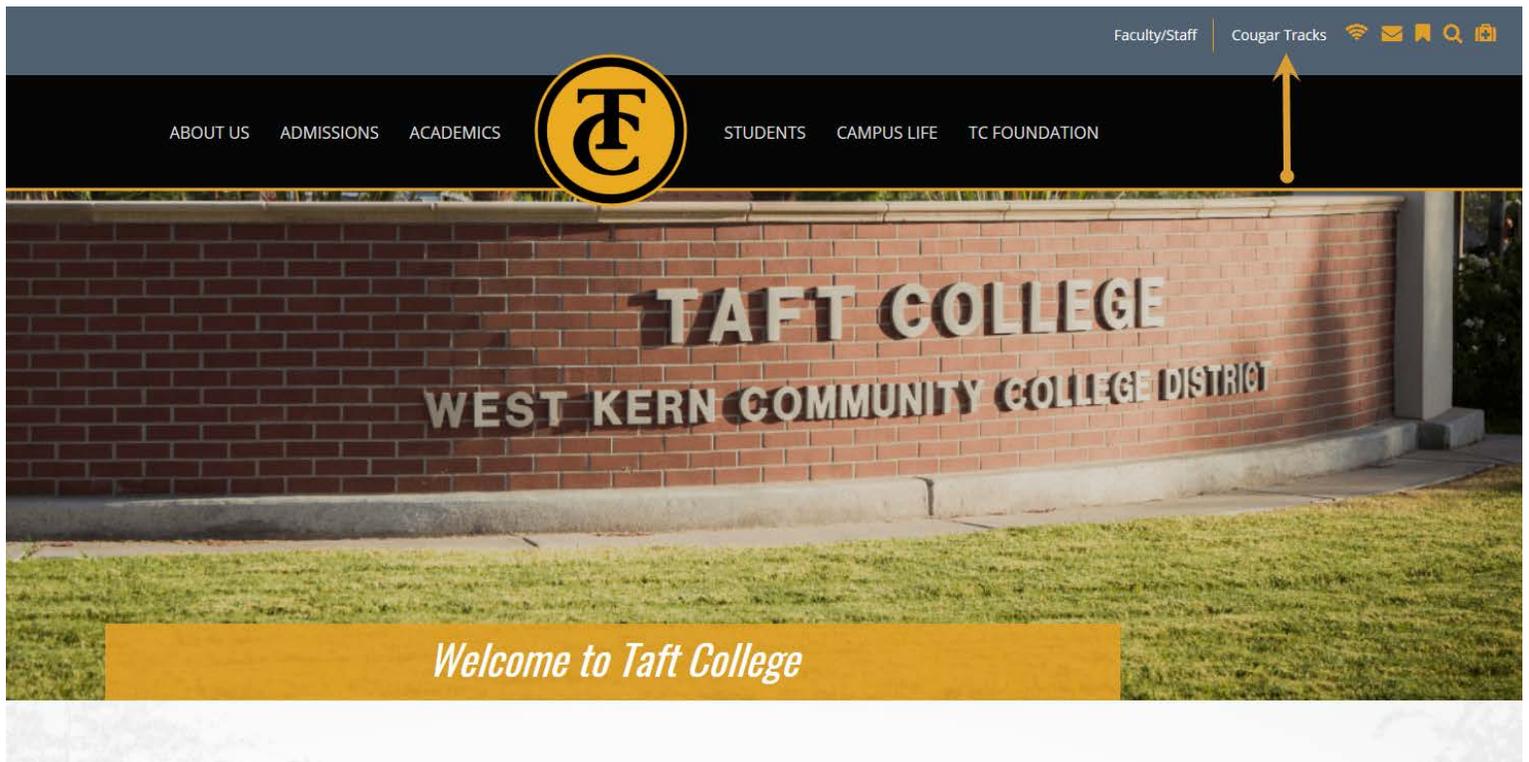




Introduction to Faculty on Add Authorization Codes

(BANNER)

1. **Login to Self Service Banner:** Go to the homepage, www.taftcollege.edu and click on the “Cougar Tracks” link located at the top of the page.



- 2. Enter your Username and Password:** Your username is your SSN or A# (either will work), and your password is a six-digit number that you have set up. If this is your first time to login, your password is your birthday (mmddyy). You will then be prompted to change your pin to a new six-fifteen digit number. Finally, you will be prompted to provide a security question and answer, for purposes of retrieving your pin, in case you forget it.

User Login - Windows Internet Explorer

http://cougar102.taftcollege.edu:9020/prod9/bvblvbl6:P_GenMenu?name=homepage

File Edit View Favorites Tools Help

COA - Student Athlete Infor... DegreeWorks by SunGard H... Suggested Sites DegreeWorks by SunGard H... Free Hotmail Web Slice Gallery DegreeWorks by SunGard H...

User Login

Taft College
West Kern Community College District

HELP | EXIT

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 8.2

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Done

Start Inbox - Microsoft Outlook SARS-Menu - [SARS'GRI... T.H.E. G.R.I.D. - [COUNSE... User Login - Windows ... Faculty Instructions for ... Introduction to Faculty S... Z3|BANNER-SARS

Internet 100% 12:38 PM

3. From the Main Menu, click on the “Faculty and Advisors” option

The screenshot shows a web browser window titled "Main Menu - Windows Internet Explorer". The address bar displays a URL from taftcollege.edu. The page features a header with the Taft College logo and navigation tabs for "Personal Information", "Student", "Faculty Services", and "Employee". A search bar is located below the tabs. The main content area, titled "Main Menu", includes a welcome message for Darcy S. Bogle and a list of links for "Personal Information", "Student", "Faculty and Advisors", and "Employee". The "Faculty and Advisors" link is highlighted. The page footer includes the text "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows several open applications, including "Inbox - Microsoft Out...", "SARS Menu - [SARS-G...", "T.H.E. G.R.I.D. - [COLN...", "Main Menu - Windo...", "Faculty Instructions fo...", "Introduction to Faculty...", "Z:\BANNER-SARS", "Y:\Nursing Info", and "Oracle Developer Form...".

4. **On the “Faculty and Advisors” menu, click on “Rosters”, the last option on the menu:** Notice, you can also print your “Summary Class List” and “Summary Wait List” from this menu. This is convenient if you want to email your entire class, see who is enrolled, see who is on the wait list, etc. It is nice to take these items to class the first day for attendance.

The screenshot shows a web browser window titled "Faculty and Advisors - Windows Internet Explorer". The address bar displays the URL: http://cougar102.taftcollege.edu/90203/prod9/bvblvbbis_P_GenMenu?name=bnenu_P_FacMainMenu. The browser's Favorites bar includes links for "User Login", "Oracle Application Server Fo...", and "Faculty and Advisors". The page header features the Taft College logo with the text "West Kern Community College District". Below the header is a navigation menu with tabs for "Personal Information", "Student", "Faculty Services", and "Employee". A search box is located to the left of the "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" links. The main content area is titled "Faculty and Advisors" and contains a list of menu items: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Detail Wait List, Summary Wait List, Final Grades, Add or Drop Classes, Look Up Classes, Faculty and Advisor Security Information, Class Schedule, Course Catalog, Office Hours, and Rosters. At the bottom of the page, it says "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows several open applications, including "Inbox - Microsoft Out...", "SAPS Menu - [SAPS-G...", "T.H.E. GR.10 - [COLUN...", "Faculty and Advisor...", "Faculty Instructions fo...", "Introduction to Faculty...", "2:1[BANNER-SARS", "Y:\Nursing Info", and "Oracle Developer Form...". The system clock shows "2:40 PM".

- On the "Print Your Own" menu, select the semester you want on the left-hand side of the screen, and click "Select Term". Your selected class(es) for the specified term will now appear on the right-hand side. Put a check in the box next to the CRN(s) of the class(es) you want to select, and click "Create Roster(s)."

The screenshot shows the 'Faculty Rosters' web application for Taft College. The page title is 'Faculty Rosters - Windows Internet Explorer'. The URL is http://cougar102.taftcollege.edu/90203/prod9/ow_multi_rostr_p_frostr_start_here?term_id=2011130. The page features a navigation menu with 'Personal Information', 'Student', 'Faculty Services', and 'Employee'. The 'Faculty Services' menu is active, and a search bar is present. The main content area is titled 'Print Your Own' and includes a dropdown menu for selecting a term, currently set to 'Summer 2011'. Below the dropdown is a 'Select Term' button and a 'Faculty Services Menu' button. A table titled 'Select by CRN' displays a list of classes for the selected term. The first row is selected, showing a checked box in the 'Select by CRN' column. The table columns are CRN, EXCEL, COURSE, TITLE, START, END, and ENROLLED.

Select by CRN	EXCEL	COURSE	TITLE	START	END	ENROLLED
<input checked="" type="checkbox"/>	Click Here	PSYC 1500	Introduction to Psychology	06-JUN-11	14-JUL-11	33

RELEASE: TAFT 1.0

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6. **Your roster will now be displayed. On the top, you will see a list of students enrolled. If you scroll down, you will then see “Add Authorization Codes”:** Notice the “Critical Dates”. Add authorization codes are not activated until the first day of class. It is your discretion to add additional students to your class once class starts. If you want to provide an add authorization code to each student that you are willing to add, they will then use the code to add your class. Provided add authorization codes expire on the last day to add classes for the specified timeframe of your course, as specified in your “Critical Dates” area located right above the add authorization codes.

**Taft College
Summer 2011
Summer Six Weeks**

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE				
30092	PSYC	1500	3.00	INTRODUCTION TO PSYCHOLOGY				
INSTRUCTOR(S) (Primary)				TYPE	DAYS	TIME	BLDG.	ROOM
Bogle, Darcy (P)				Lecture	TR	0610-1000pm	SCI	06

CRITICAL DATES

Start Date: 06-JUN-2011	Last Date to drop without a "W": 14-JUN-2011
End Date: 14-JUL-2011	Last Date to drop with a "W": 28-JUN-2011
Last Date to add class: 07-JUN-2011	Census Date: 09-JUN-2011
Last Date to drop with a refund: 09-JUN-2011	Add Auth Expiration: 07-JUN-2011

Add Authorization Codes

Author	Student Name	Date
0419		
9859		
0685		
2134		
3579		
3991		
4037		
4565		
4577		
4876		
5023		
5671		
6152		
6210		
6805		
6808		
6934		
7746		
7779		
8667		
9425		
9466		
9523		
0638		

**Taft College
Summer 2011**

7. Students will take the 4-digit add authorization code, login to their student account, click on Student>Registration>Add or Drop Classes. On the “Add or Drop Classes” menu, they will enter the “CRN” for the course, and click “Submit.” They will then be told their registration is “Incomplete” and will enter the 4-digit add authorization code, and click “Submit.” The student is now registered for your class. Remind students to pay for the newly added class, or verify their financial aid has covered the tuition fees.
8. **If you have any problems, questions, concerns, feel free to call, or refer students to the Counseling Office. Thank you! 661-763-7748**