



## Introduction to Faculty on Add Authorization Codes

(BANNER)

1. **Login to Self Service Banner:** Go to the homepage, [www.taftcollege.edu](http://www.taftcollege.edu) and click on the “Cougar Tracks Login” logo located on the bottom of the page.

The screenshot shows the Taft College homepage with the following elements:

- Header:** Taft College logo, West Kern Community College District, and navigation links like 'Follow TC Alumni & Friends on Facebook', 'Taft College Email/Contact Info', and 'Text Only Version'.
- Main Navigation:** About Us, Academics, Student Services, Admin/Faculty & Staff, Athletics, Foundation, Distance Learning, Westec, Jobs, Calendar.
- Central Banner:** A photo of graduates with the text 'Taft College graduating class' and 'Get your Associate's degree or certificate in no time at all!'.
- Right Sidebar:** Three boxes for 'Future Students', 'Current Students', and 'Faculty Resources', each with a 'Click Here' link. Below them is a 'Why Choose Taft?' box with a 'Click Here' link.
- Bottom Section:** Three tabs: 'Cougar Tracks Portal And Upcoming Events', 'Important Dates', and 'TC News Links'.
  - Cougar Tracks Portal:** Contains a 'LOGIN HERE' button and text: 'Due to budgetary constraints, our Summer 2011 and Fall 2011 class offerings are currently limited... Waitlist Users: Please be certain to set taftcollege.edu as a safe sender... First-time students or students returning after an absence must click here... The Summer 2011 Payment Deadline is Wednesday, May 18th by 4pm... The Fall 2011 Payment Deadline is Wednesday, August 3rd by 4pm.'
  - Upcoming Events:** A calendar for June 2011 with a 'Graduation pictures' link below it.

- 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 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 contains the URL: [http://cougar102.taftcollege.edu:9020/prod8/bvblvabsp\\_P\\_MainMenu?name=bmenu\\_P\\_MainMenu&msg=WELCOME+Welcome,+Darcy+S.+4Bogle,+to+Cougar+Tracks!Jun+01,+201101%3A15+pm](http://cougar102.taftcollege.edu:9020/prod8/bvblvabsp_P_MainMenu?name=bmenu_P_MainMenu&msg=WELCOME+Welcome,+Darcy+S.+4Bogle,+to+Cougar+Tracks!Jun+01,+201101%3A15+pm). The browser's Favorites bar shows several links, including "User Login", "Oracle Application Server Fo...", and "Main Menu".

The main content area features the Taft College logo with the tagline "West Kern Community College District". Below the logo is a navigation menu with tabs for "Personal Information", "Student", "Faculty Services", and "Employee". A search bar is located below the navigation menu, with the text "Search" and a search icon. To the right of the search bar are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT".

The "Main Menu" section is highlighted with a yellow underline. It contains the following text:

Welcome, Darcy S. Bogle, to Cougar Tracks! Last web access on Jun 01, 2011 at 01:15 pm

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student**  
Register, View your academic records

**Faculty and Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

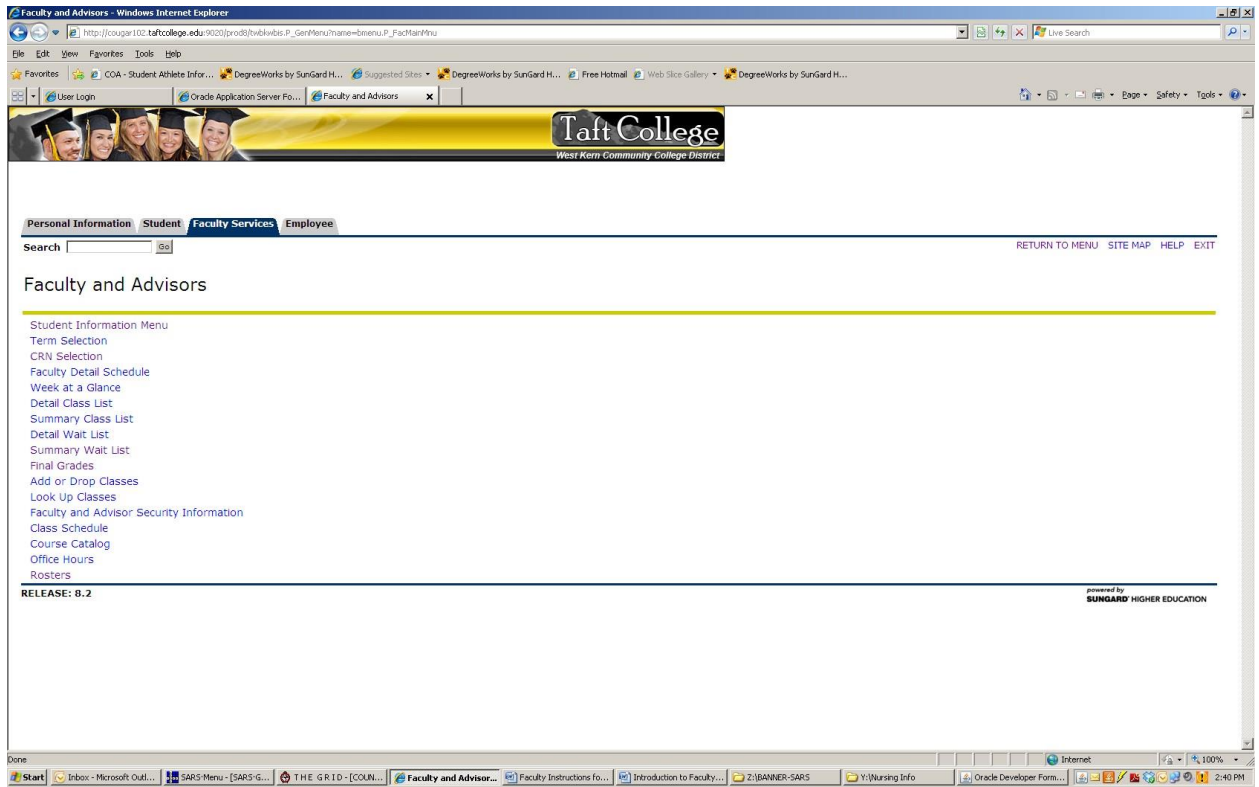
**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.  
**PAY NOW (Credit Card Payments)**

**RELEASE: 8.2**

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The Windows taskbar at the bottom shows several open applications, including "Inbox - Microsoft Out...", "SARS Menu - [SARS-G...", "THE GR.ID - [COLN...", "Main Menu - Windo...", "Faculty Instructions fo...", "Introduction to Faculty...", "Z:\BANNER-SARS", "Y:\Nursing Info", and "Oracle Developer Form...". The system tray shows the time as 2:37 PM.

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.



- 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)."

Personal Information Student **Faculty Services** Employee

Search   SITE MAP HELP EXIT

### Print Your Own

Fall 2011    Term is set for: Summer 2011

Summer 2011

Spring 2011

If you would like a different term, please select a term from the above menu and press the SELECT TERM button.

**Select by CRN**       

CRN	EXCEL	COURSE	TITLE	START	END	ENROLLED	
<input checked="" type="checkbox"/>	30092	Click Here	PSYC 1500	Introduction to Psychology	06-JUN-11	14-JUL-11	33

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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)  
Bogle, Darcy (P)

TYPE	DAYS	TIME	BLDG.	ROOM
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!**

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Darcy Bogle-763-7889 [dbogle@taftcollege.edu](mailto:dbogle@taftcollege.edu)