



**PLEASE REVIEW BANNER INB & SSB AND ARGOS: SYSTEMS OVERVIEW AND BASIC INSTRUCTIONS BEFORE YOU BEGIN.**

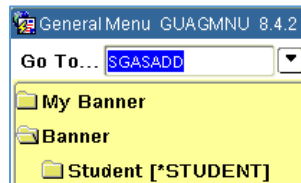
## Banner INB: Additional Student Information (SGASADD)

The Additional Student Information (SGASADD) form allows a student's attribute history to be recorded.

### PROCEDURES FOR ASSIGNING ATTRIBUTES IN BANNER

**Please note: assigning Attribute Codes is a restricted process; the capability is limited to only those employees who have access to the form and have permission to assign specific codes.**

1. In the Go To area on the General Menu screen, enter the form name, SGASADD, and press the Enter key.

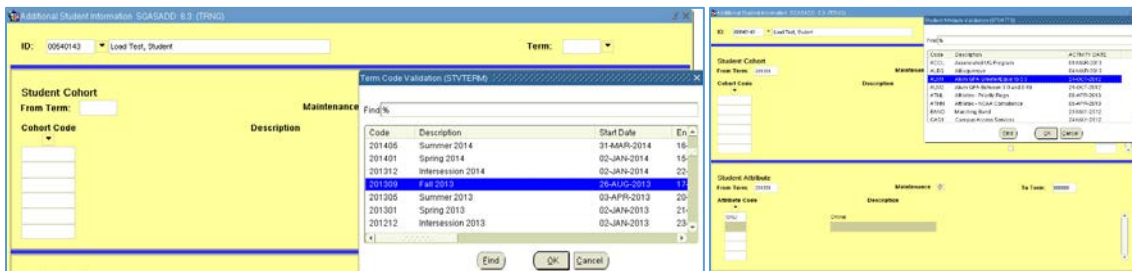



2. Enter the student ID number and press the Enter key or press the Tab key to get to the Name field and search for the student by entering the student's last name, first name then press Enter. The student ID and name will be entered in the SGASADD form.

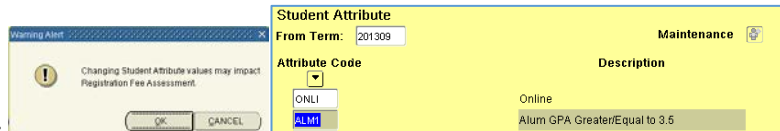


## Add Attribute




1. Enter the Term Code in the Term field to indicate when Attribute will begin or click on the arrow next to the Term field to display the Term Codes and select the term, and then click OK.) The term will be entered into the Term field.



2. Click the Next Block icon  on the Toolbar twice or Ctrl-Page Down twice to move to the Attribute Code fields. The term you entered in the Key block now appears in the From Term field and by default, 999999 (the end of time) appears in the To Term field.
3. *Click on the first available field. Do not attempt to change or remove any existing codes.*
4. Enter the code or click on the arrow under Attribute Code and select a code from the list, then click OK.



Please note that a Warning Alert may appear: Click OK to accept the alert. The code is entered into the field.

5. Click on the Save icon  or press the F10 key to apply the attribute code and save the change. Your username is associated with the change.
6. Click the Rollback icon  if you are done with that student's record and then clear the student ID field to enter the next student's ID, **OR** click the Exit icon  in the Toolbar to exit the form and return to the General Menu.



## End Attribute

An attribute period cannot end during a term – an attribute is assigned for the length of a whole term.




**Please note: the Maintenance icon options of “End Student Attribute” and “Copy Student Attribute” affect all attributes listed in a given term array. *If there is only one attribute for the term – follow these instructions:***

**The Attribute Codes and Term Codes here are used as an example to help you with the process.**








Ex: The student was an athlete ATHL for Fall 2013. The student is no longer an athlete effective Spring 2014. Update the student’s record by ending the attribute.

1. Enter the 201309 term code in the Key block Term field.
2. Press Ctrl + Page Down twice, or click the Next Block icon twice to get to the Student Attribute field .
3. Click on the From Term field to activate the Maintenance icon. .
4. Click on the icon and select “End Student Attribute”. 201401 will be entered in the To Term field.

Student Attribute	
From Term:	To Term:
201309	201401
Maintenance 	
Attribute Code	Description
ATHL	Athletes - Priority Regn






5. Click on the Save icon  or press the F10 key to save the change.
6. Click the Rollback icon  if you are done with that student’s record and then clear the student ID field to enter the next student’s ID, **OR** click the Exit icon  in the Toolbar to exit the form and return to the General Menu.

***If there are additional attributes for the term – follow these instructions to maintain the continuance of the additional attributes listed:***

1. Enter 201401 in the Key Block Term field.
2. Press Ctrl + Page Down twice, or click the Next Block icon  twice to get to the Attribute field .
3. Click on the From Term field to activate the Maintenance icon. .
4. Click on the icon and select Copy Student Attribute.
5. The From Term now indicates the same term in the Key Block and the To Term is 999999.
6. Click on the row with the attribute to be ended and click on the Remove Record icon .
7. Click on the Save icon  or press the F10 key to save the change.
8. Click the Rollback icon  if you are done with that student’s record and then clear the student ID field to enter the next student’s ID, **OR** click the Exit icon  in the Toolbar to exit the form and return to the General Menu.

## Remove Attribute

If an attribute was mistakenly entered, it should be removed from the Attribute list.

1. Press Ctrl + Page Down twice, or click the Next Block icon  twice to get to the Attribute Code fields, and then click on the attribute code to be removed.
2. Click on the Remove Record icon .
7. Click on the Save icon  or press the F10 key to save the change. Your username is associated with the change.
8. Click the Rollback icon  if you are done with that student’s record and then clear the student ID field to enter the next student’s ID, **OR** click the Exit icon  in the Toolbar to exit the form and return to the General Menu.

Contact for additional assistance using any UNH system:

Lisa Scranton [lscranton@newhaven.edu](mailto:lscranton@newhaven.edu) 203.932.7485

Contact the Registrar’s Office with questions about the information in INB records at [registrar@newhaven.edu](mailto:registrar@newhaven.edu) 203.932.7309.

Updated April 11, 2018