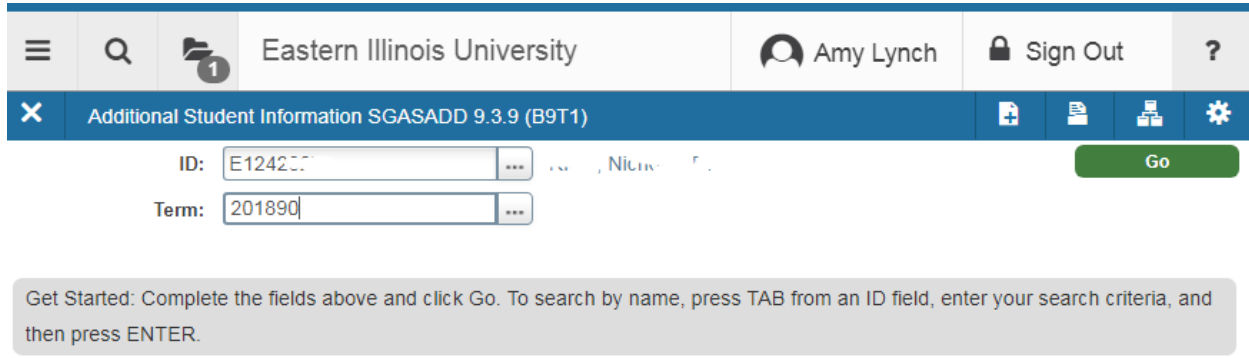


Maintenance for Banner Student Attributes

Log into Banner Application Navigator

In the box, type SGASADD. In the first screen enter your student's ID and the effective term for the cohort or attribute.



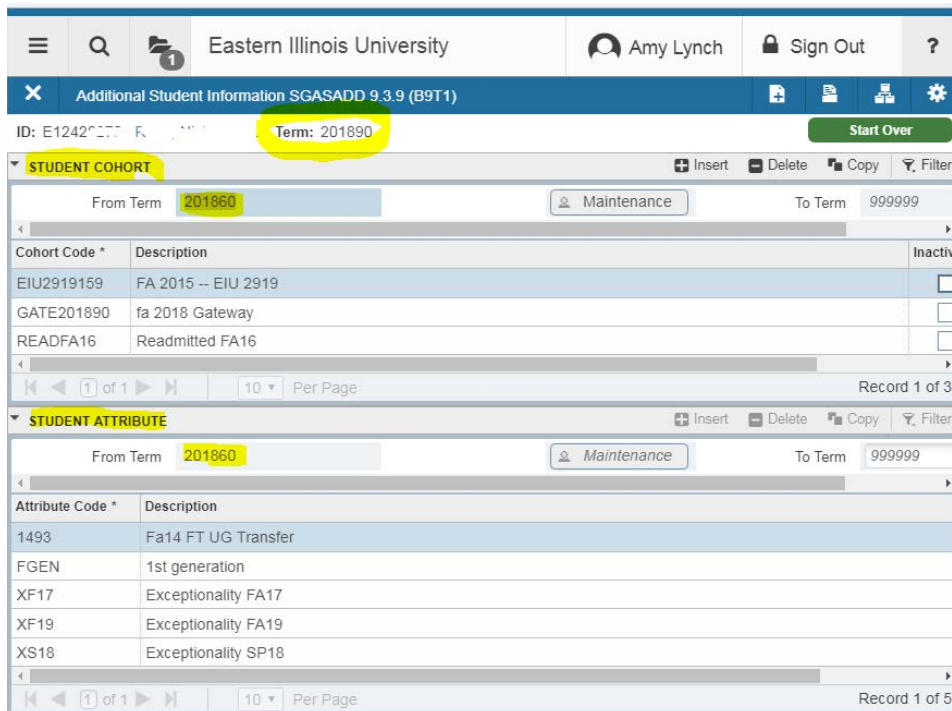
Eastern Illinois University | Amy Lynch | Sign Out

Additional Student Information SGASADD 9.3.9 (B9T1)

ID: E1242... | Term: 201890 | Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

You'll reach a screen that looks like this. Notice that Cohorts are listed in the upper box and Attributes are in the lower box. Each box may have a different FROM term. Check if the from term is the same as the effective term for the cohort or attribute you are adding. In this example we are adding an attribute that begins Fall 18, so the dates do not match.



Eastern Illinois University | Amy Lynch | Sign Out

Additional Student Information SGASADD 9.3.9 (B9T1)

ID: E1242... | Term: 201890 | Start Over

STUDENT COHORT | Insert | Delete | Copy | Filter

From Term: 201860 | Maintenance | To Term: 999999

Cohort Code *	Description	Inactive
EIU2919159	FA 2015 -- EIU 2919	<input type="checkbox"/>
GATE201890	fa 2018 Gateway	<input type="checkbox"/>
READFA16	Readmitted FA16	<input type="checkbox"/>

Record 1 of 3

STUDENT ATTRIBUTE | Insert | Delete | Copy | Filter

From Term: 201860 | Maintenance | To Term: 999999

Attribute Code *	Description
1493	Fa14 FT UG Transfer
FGEN	1st generation
XF17	Exceptionality FA17
XF19	Exceptionality FA19
XS18	Exceptionality SP18

Record 1 of 5

Since the FROM term isn't 201890, we need to perform maintenance. Next block to the attribute section so that the entry is highlighted. Now click the Maintenance button. This box will appear.

The screenshot shows the Banner Student Information System interface. At the top, the browser tab is titled "Additional Student Information SGASADD 9.3.9 (B9T1)". The main header displays "ID: E12400000" and "Term: 201890" with a "Start Over" button. Below this, there are two sections: "STUDENT COHORT" and "STUDENT ATTRIBUTE".

The "STUDENT COHORT" section has a "From Term" of 201860 and a "To Term" of 999999. A "Maintenance" button is visible. Below it is a table with columns "Cohort Code *", "Description", and "Inact".

Cohort Code *	Description	Inact
EIU2919159	FA 2015 -- EIU 2919	
GATE201890	fa 2018 Gateway	
READFA16	Readmitted FA16	

The "STUDENT ATTRIBUTE" section also has a "From Term" of 201860 and a "To Term" of 999999. A table below it has columns "Attribute Code *" and "Description".

Attribute Code *	Description
1493	Fa14 FT UG Transfer
FGEN	1st generation
XF17	Exceptionality FA17
XF19	Exceptionality FA19
XS18	Exceptionality SP18

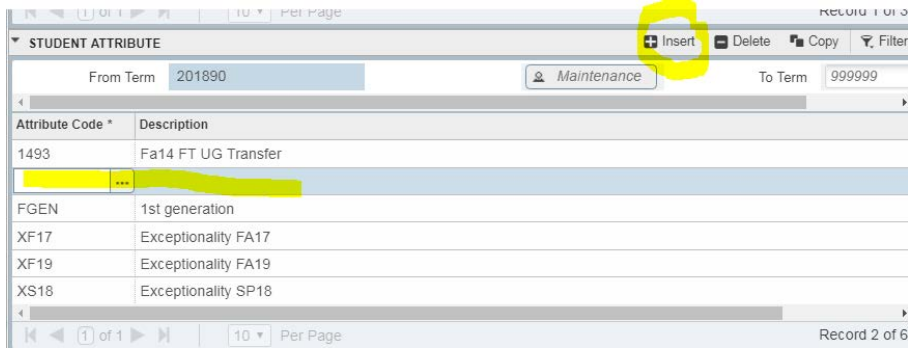
An "Option List" dialog box is open in the center, containing two options: "End Student Attribute" and "Copy Student Attribute", with a "Cancel" button at the bottom right.

Select COPY so that the existing attributes will be preserved!

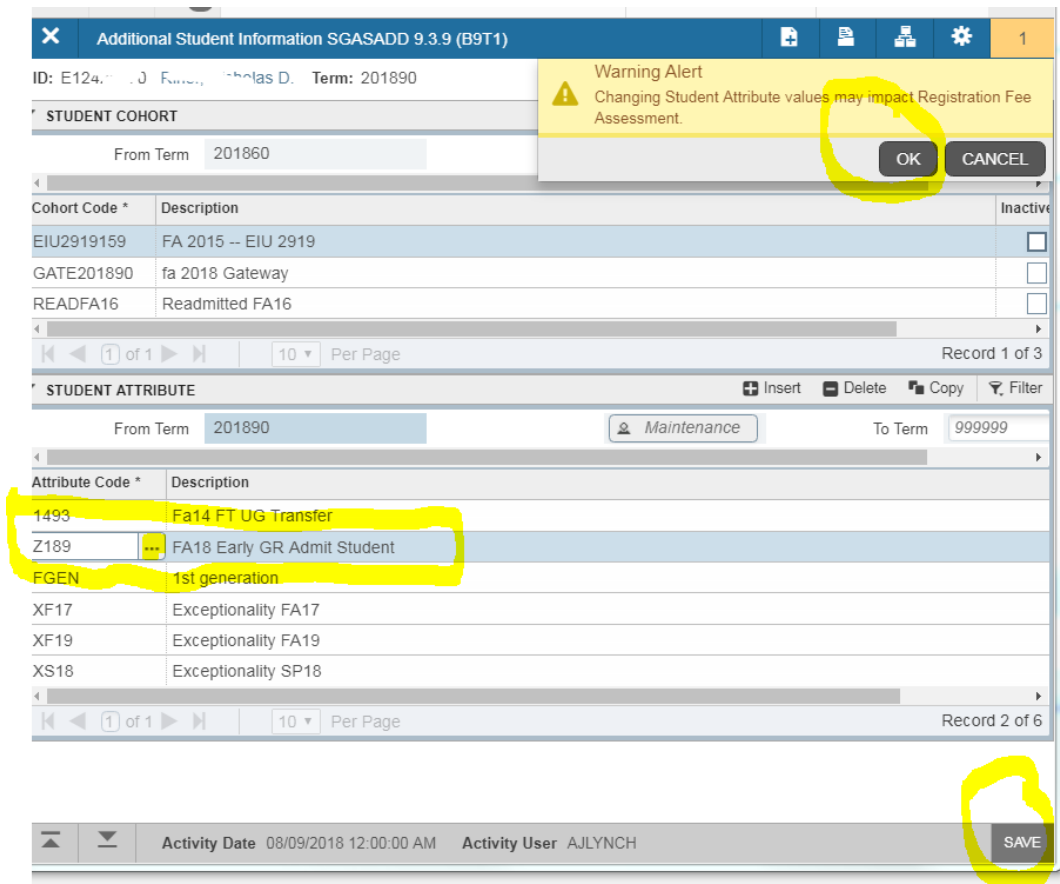
Then click OK when this warning appears.

The screenshot shows the Banner Student Information System interface. At the top, the user name "Amy Lynch" and "Sign Out" button are visible. Below this, there is a "Warning Alert" dialog box with a yellow background and a warning icon. The text in the dialog box reads: "Warning Alert Changing Student Attribute values may impact Registration Fee Assessment." Below the text are "OK" and "CANCEL" buttons.

Select the first empty row or click "Insert" to open a new row. You may use the ... to the right to search for the code, or type in the correct attribute code and click enter



After entering the attribute, click SAVE and again, click OK to the warning



You'll then see a confirmation in the upper right corner.

