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.

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.
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.

Select COPY so that the existing attributes will be preserved!

Then click OK when this warning appears.
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.