

1818 Program Banner Instructions Cheat Sheet

<http://slu.edu/1818> | 1818@slu.edu | (314) 977-1818

How to Access Banner (Self-Service)

- 1) Log into [MySLU](#)
 - a. SLUNet ID Example: cuaycongy
 - b. Default Password: Id123456
 - c. Banner ID: 000123456
 - d. To reset password to default call SLU IT at 314-977-4000

Updating Personal Information

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Personal Information Tab
 - a. Update Addresses and Phone Numbers
 - b. Update Email Address

Emergency Management Opt Out

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Personal Information Tab
 - a. Campus Emergency Notification System
 - b. Clear information
 - c. Select the "I have no cell phone number..."

Class List Summary

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Faculty and Advisors Tab
- 5) Class List: Summary
- 6) Select Term
 - a. To change the term go back to the Faculty and Advisors Tab
 - b. Click on Term Selection
 - c. Then click on Class List: Summary

How to Enter Grades

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Faculty and Advisors Tab
- 5) Final Grades
- 6) Select Term and CRN
- 7) Grade Column
 - a. Do not use AF, I, SPI, and F

How to Change Grades

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Faculty and Advisors Tab
- 5) Final Grades
- 6) Select Term and CRN
- 7) Grade Change Column
 - a. Enter new grade
 - b. Do not use AF, I, SPI, and F
 - c. Provide reason for change

How Returning Students Register

- 1) Log into [MySLU](#)
- 2) Student Tab
- 3) Add or Drop Classes
- 4) Select Term
- 5) Enter CRNs under Add Classes Worksheet

- a. CRNs can be obtain on the [1818's CRN Listing website](#)
- 6) Click on Submit Changes

How Students Can Check Grades

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Student Tab
- 5) Student Records
- 6) Academic Transcript

How Student Can Check Registration

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Registration
- 5) Student Tab

How Student Pay Tuition

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Payment Suite

How Students Request a Transcript

- 1) Log into [MySLU](#)
- 2) Tools Tab
- 3) Banner Self-Service
- 4) Student Tab
- 5) Student Records
- 6) Request A Transcript

- a. If sending to an institution provide as much information about the intended place as possible to ensure it reaches the intended location i.e.

Saint Louis University
Office of Admissions
DuBourg Hall Room 17
Saint Louis, MO 6310

1818 Program Website Shortcuts

<http://slu.edu/1818> | 1818@slu.edu | (314) 977-1818

1818 Events Calendar

- 1) Slu.edu/1818
- 2) Homepage right hand side
- 3) Click "Full Calendar"

1818 Academic Calendar

- 1) sls.edu/registrar
- 2) Academic Calendar left hand side
- 3) 1818 calendar left hand side

1818 Course Offerings List

- 1) Slu.edu/1818
- 2) "Tuition and Payment" at the top
- 3) "Courses" left navigation

Change of Registration; Drop Request; Course Ledger Website; Course Listing Website

Website

- 1) Slu.edu/1818
- 2) "Partners" top navigation
- 3) "Becoming A Coordinator" left hand navigation
- 4) Scroll to "Role of a Coordinator"
- 5) Review bullet point linked text

Course Reinstatements

- 1) Slu.edu/1818
- 2) "Tuition and Payment" at the top
- 3) Scroll to the middle of page
- 4) Header Course Reinstatements

Event Registrations

- 1) Slu.edu/1818
- 2) "Partners" at the top
- 3) "Partner Benefits" left hand navigation
- 4) Follow to the appropriate heading
- 5) Click button

Exemptions Permission Form

- 1) Slu.edu/1818
- 2) "Registration" at the top
- 3) "Eligibility" left navigation
- 4) End of each section blue link

Graduate Course Registration

- 1) Slu.edu/1818
- 2) "Partners" at the top
- 3) "Partner Benefits" left hand navigation
- 4) Scroll to the bottom
- 5) Look for "Scholarship" heading

- 6) Scroll to "Internal Scholarship" section
- 7) Click "Register for Courses"

Graduate Scholarship Request

- 1) Slu.edu/1818
- 2) "Partners" at the top
- 3) "Partner Benefits" left hand navigation
- 4) Scroll to the bottom
- 5) Look for "Scholarship" heading
- 6) Find correct scholarship type
- 7) Buttons/Links below

New Coordinator Application

- 1) Slu.edu/1818
- 2) "Partners" at the top
- 3) "Becoming An 1818 Coordinator" left hand navigation

New Instructor Application

- 1) Slu.edu/1818
- 2) "Partners" at the top
- 3) "Becoming An 1818 Instructor" left hand navigation

New School Inquiry

- 4) Slu.edu/1818
- 5) "Partners" at the top
- 6) Scroll to "How to Become A Partner"

New Student Registration

- 1) Slu.edu/1818
- 2) "Registration" at the top
- 3) Scroll to the heading "First Time Students"
- 4) Follow instructions

Non-Compliance Policy

- 1) Slu.edu/1818
- 2) "Partners" at the top
- 3) Scroll to "Intent to Participate and Non-Compliance"

Returning Student Registration

- 1) Slu.edu/1818
- 2) "Registration" at the top
- 3) Scroll to the heading "Returning Students"
- 4) Follow instructions

Requesting Transcripts

- 1) Slu.edu/1818
- 2) "Transfer Credits"
- 3) Last sentence of first section
- 4) Click "Office of Registrar"

Student Eligibility / Exemptions

- 1) Slu.edu/1818
- 2) "Registration" at the top
- 3) "Eligibility" left navigation

Student Scholarship Request

- 1) Slu.edu/1818
- 2) "Tuition and Payment" at the top
- 3) Scroll to the bottom
- 4) Header 1818 Scholarships
- 5) Link in second paragraph

Transferability Report

- 1) Slu.edu/1818
- 2) "Transfer Credits"
- 3) Scroll to "School Accepting 1818 Credit"
- 4) Transferability Database link also helpful