How to find Student Information in INB

This document includes tutorials for the links listed below. Click the link to go to the section you need. Click the section title to return to this menu.

- General Student Information
- How to Search for a Student ID
- Academic Standing
- Review Registration
- Current Class Schedules
- Extract Student Schedule
- View Advisors

GENERAL STUDENT INFORMATION (address, phone, email, biological, emergency contact, etc.)

1. Access your INB Account.
2. From the Banner Main Menu, enter SPAIDEN (Personal Identification) in the Go To... field.
3. Press Enter
4. Enter the student’s ID or search under student name or by clicking the ID search arrow.

HOW TO SEARCH FOR A STUDENT ID

a. Click the ID search arrow.

b. Click Person Search.

c. Enter Last Name and First Name in the search fields.

d. Press F8 on the keyboard to execute search.

e. Double click the ID to enter the Banner ID into the ID field on the SPAIDEN form.
5. Click the **Next Block** button on the Banner tool bar to populate fields.

![Banner tool bar](image)

6. Click the appropriate Tabs (Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, Emergency Contact, Additional Information) to find student information.

7. Click the **Roll Back** button on the Banner tool bar to search for another student.

8. Click the **Exit** button on Banner tool bar to return to the Banner main menu.

**ACADEMIC STANDING**

1. Access your INB Account.

2. From the Banner Main Menu, enter **SGASTDN** (General Student Record) in the **Go To...** field.

3. Press **Enter**

4. **Enter** Student ID in the **ID field** or search under student name by clicking the ID search arrow.

5. Enter term in the **Term: field.** **NOTE:** Under Learner Tab, Term code in New Term field represents the last change to academic status. This may or may not be the same as current term.

6. Click **Next Block** button on the Banner tool bar to populate fields.

7. Click the **Academic and Graduation Status, Dual Degree** Tab.

![Banner tool bar](image)

8. Click the **Roll Back** button on the Banner tool bar to search for another student.

9. Click the **Exit** button on Banner tool bar to return to the Banner Main Menu.
REVIEW REGISTRATION

1. Access your INB Account.

2. From the Banner Main Menu, enter SFAREGS (Student Course Registration) in the Go To... field.

3. Enter term in the Term: field.

4. Enter student ID in the ID field or search under student name by clicking the ID search arrow.

5. Click Next Block button on the Banner tool bar to populate fields.

6. Click the Roll Back button on the Banner tool bar to search for another student.

7. Click the Exit button on Banner tool bar to return to the Banner Main Menu.

CURRENT CLASS SCHEDULE

1. Access your INB Account.

2. From the Banner Main Menu, enter SFAREGQ (Student Course Registration) in the Go To... field.

3. Enter Student ID in the ID field or search by student name by clicking the ID search arrow.

4. Enter term in the Term: field.

5. Click Next Block button to populate fields and view detailed information concerning the student schedule.
8. Click the Roll Back button on the Banner tool bar to search for another student.

9. Click the Exit button on Banner tool bar to return to the Banner Main Menu.

**EXTRACT STUDENT SCHEDULE**

1. Look up a student schedule using the above directions

2. From the HELP tool bar menu

3. Select Extract Data No Key

4. You will be prompted to save or open your Excel Data file.

**VIEWING ADVISORS**

1. Access your INB Account.

2. From the Banner Main Menu, enter SGAADVR in the Go To... field

3. Enter Student ID or search under student name by clicking the ID search arrow.

4. Enter term in the Term: field.

5. Click Next Block button on the Banner tool bar to populate fields.

6. Click the Roll Back button on the Banner tool bar to search for another student.

7. Click the Exit button on Banner tool bar to return to the Banner Main Menu.