How to View Documents in Xtender

You must have access to Xtender to view student files. If you do not have access please submit a Banner Security Request to get access.

1. Access your Banner INB account.
2. From the Banner Main Menu, enter SFAREGS in the Go To… field.
   * Xtender documents can be accessed from any form in INB
3. Press Enter.
4. Enter the student’s Banner ID # in the ID field.
5. Click the Xtender Display Document tab on the Toolbar at the top of the screen.
6. Select the View Document icon next to the document type that you wish to view.
7. If the document is multiple pages, click on the Previous Page and/or Next Page icons at the top of the screen to view the entire document.