



Faculty Card & Links

Banner Self Service 9 – May 2025

Accessing the Faculty Self Service Card

Log in to the [Mt. SAC Portal](#) and locate for the Faculty Self Service Card

To find the card:

- Click on the Faculty header, OR,
 - Go to VIEW ALL CARDS to search Faculty Self Service.
- ***Bookmark the card for future use.

The screenshot displays the Mt. SAC Portal interface. The top navigation bar includes links for Home, Admissions & Records, Employee, Faculty, Financial Aid, Productivity, and Student. A red arrow points to the 'Faculty' link. Below the navigation bar, the 'Faculty Self Service' card is highlighted with a red box. It contains a list of links: View/Update Personal Information, Faculty Detail Schedule, Student Attendance Tracking, Week at a Glance, Class List, Print Class Roster, Drop Roster, Final Grades, Lab Attendance Query, Lab Attendance by Professor, and Positive Attendance Form (Noncredit). An orange arrow points from the 'VIEW ALL CARDS' link in the top right to a search dropdown menu. The search dropdown menu shows 'Faculty' in the search bar, and 'Faculty Self Service' is the top result, with an orange arrow pointing to it. Other results in the dropdown include Mt. SAC Faculty Association, Faculty Schedule, Academic Senate, Faculty Distance Learning Resources, Faculty Toolkits, Canvas Faculty Resources, Faculty Grade Assignment, and Bookstore (Faculty).

What We Know Already

After the first few sessions, here are some things we know:

- Do not use Attendance Tracking
- Faculty Detail Schedule
 - Time will reflect in 24-hour format on faculty side (as does the rest of the Banner system)
 - Do not use Syllabus Data
 - Do not use Office Hour
 - Status Quo based on how your division collects that information
- Final Grades
 - Do not use Midterm Grades
 - Do not use Gradebook



View/Update Personal Information

With the **View/Update Personal Information**, you can *view* and easily *update* some of your personal data. Note, please contact Human Resources if you see any discrepancies in your profile and are not able to edit.

Mt. San Antonio College

Isomura, Loralyn A

Personal Information

Profile picture

Isomura, Loralyn A

ID Number: A01435398

isomura@mtsac.edu

909 2745770

Personal Details


First Name Loralyn	Middle Name [REDACTED]	Last Name Isomura
Date of Birth [REDACTED]	Marital Status [REDACTED]	Legal Sex Female
Preferred First Name Loralyn	Personal Pronoun -	Gender Identification -

Email

Luminis Address (Preferred) isomura@mtsac.edu (Not Updateable)	Emergency Notifications [REDACTED]@gmail.com	Employee Mt. SAC isomura@mtsac.edu (Not Updateable)
Personal Email Address [REDACTED]@gmail.com		

Phone Number

On Campus 909 2745770	Cell Emergency Notification [REDACTED]	Text Emergency N [REDACTED]
Day [REDACTED]	Alt Emergency Notication [REDACTED]	Cell Emergency N [REDACTED]

 Edit

Edit Personal Details

First Name
Jane

Date of Birth
September 22, [REDACTED]

Preferred First Name
Jane

Middle Name
E

Marital Status
Married

Personal Pronoun
Not Applicable
he/him/el
he/him/his
he/them/their
she/her/ella

Last Name
Smith

Legal Sex
Female

Gender Identification
Not Applicable

Cancel

Update

View/Update Personal Information – List of Fields

Below are the list of fields that are found on the View/Update Personal Information link.

Fields marked with a pencil icon (✎) can be edited through this screen.

Sections marked with an asterisk (*) may have more or less fields, depending on each employee.

Personal Details

First Name

Middle Name

Last Name

Date of Birth

Marital Status ✎

Legal Sex

Preferred First Name ✎

Personal Pronoun ✎

Gender Identification

Email*

Luminis Address (Preferred)

Emergency Notifications ✎

Employee Mt. SAC Email Address

Personal Email Address ✎

Phone Number*

On Campus ✎

Cell Emergency Notification ✎

Text Emergency Notification ✎

Address

Legal ✎

Mailing ✎

On Campus/Department ✎

Emergency Contact ✎

Additional Details

Ethnicity and Race ✎

Veteran Classification ✎

Disability Status ✎

Other (bypass for now)

Faculty Detail Schedule

- Use the drop down markings at Term and CRN you want to view.

Mt. San Antonio College

Isomura, Loralyn A

Faculty and Advisors

Faculty Detail Schedule

Faculty Detail Schedule

Term

Spring 2025 - 202440

CRN

AHIS 5 01 Art History Renaissance-Modern 42476 (0)

Use this page to view your detailed schedule.

Course : AHIS 5 01 Art History Renaissance-Modern 42476

Associated Term	CRN	Status	Available for registration
Spring 2025	42476	Open	11/13/2024 - 06/15/2025
College	Department	Part of Term	Credits
Mt. San Antonio College	Art History	1	3
Campus	Override	Instructional Method	Roster
Mt. San Antonio College	No	Lecture and/or Discussion	Class list not available
Course Level			
Credit, Credit, Credit, Credit			

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	11:30	12:55	Mon,Wed	Bldg 26A 3881	02/24/2025	06/15/2025	Lecture and/or discussion	<input checked="" type="checkbox"/> Isomura, Loralyn A (P) <input checked="" type="checkbox"/> Eastridge, Monica Ann A

Scroll down to view
Enrollment Counts

- Scheduled times will be displayed in the 24-hour format for all faculty and administrative screens. Public facing screens will view in 12-hour format.

Faculty Detail Schedule

As you scroll down, these Faculty Detail Schedule will display the following sections:

- **Course:** Status, Part of Term, Units
- **Scheduled Meeting Times:** Times, Days, Dates, Instructor(s) – Note, the *From Time* and *To Time* will display in the 24-hour format for all faculty and admin pages. Student- and public-facing schedules will display in 12-hour format.
- **Enrollment Counts:** Maximum *Seat Count*, Actual *Seats Enrolled*, Remaining *Seats Available*
- **Syllabus Data*** – *Do NOT submit your syllabus via this section. Submission of your syllabus is status quo for each division.*
- **Office Hours*** – *Do NOT submit your office hours via this section. Submission of your office hours schedule is status quo for each division.*





Student Attendance Tracking

Please bypass the Student Attendance Tracking for now.

NOTE: If you have a mirrored course, please use Positive Attendance Form (Noncredit) link to submit attendance.

⌵ Mt. San Antonio College

 Isomura, Loralyn A

Attendance Tracking • Course List • Take Roll

MY COURSES

Search

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type	
You have no sections available for viewing attendance at this time.										

Course

Getting Started

Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service

Use this page to enter attendance information for the students in your courses.

- Only your courses which are open for attendance tracking are displayed.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.

If you have questions, please Email the Registrar
YourRegistrar@YourInstitution.edu

Week at a Glance

*Any scheduled days and times will show on the calendar, week-by-week.

Faculty and Advisor • Faculty Week at a Glance

Faculty Week at a Glance

Today - 05/07/2025 < Week 05/05/2025 to 05/11/2025 > MM/dd/yyyy Go

	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Sat 5/10	Sun 5/11
8am		COUN 51 - 03 43174 Class 08:00-09:05 OCAM-WHS	COUN 51 - 03 43174 Class 08:00-09:05 OCAM-WHS	COUN 51 - 03 43174 Class 08:00-09:05 OCAM-WHS			
9am							
10am							
11am							
	AHIS 5 - 01		AHIS 5 - 01				

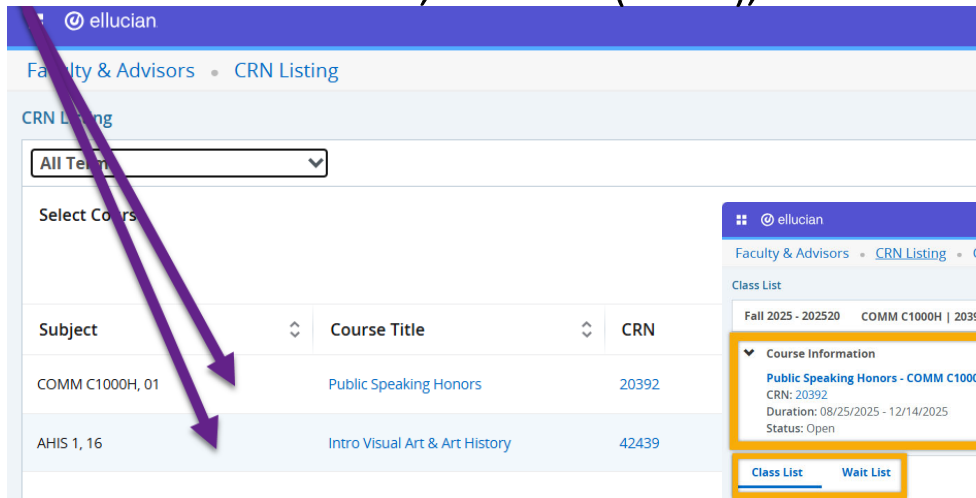
Courses without assigned meeting times:
AHIS 1 - 16 42439 TBA

Time Venue

*Any sections with to-be-arranged (TBA) or scheduled as online-asynchronous.

Class List

The Class List will provide details of the *Summary Class List*. Click any row to view the **Course Information**, **Enrollment Counts**, **Class List (roster)**, and **Wait List (roster)** for that specific CRN/section.



ellucian

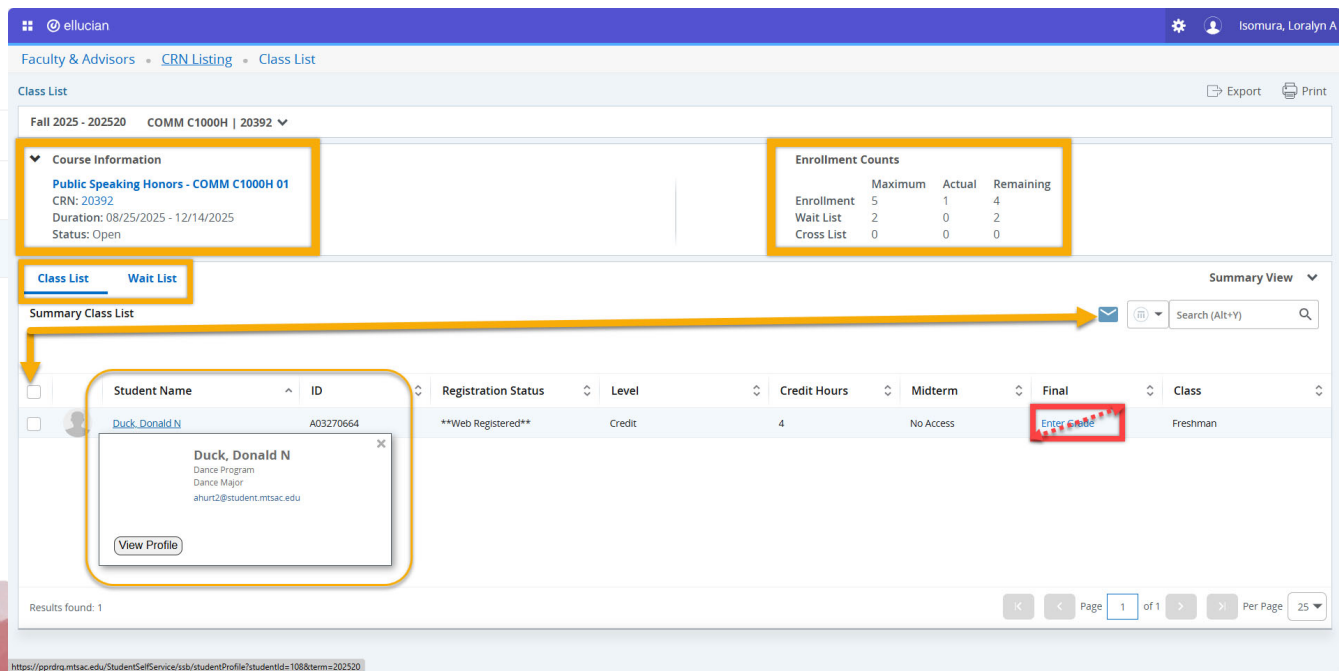
Faculty & Advisors • CRN Listing

CRN Listing

All Term

Select Courses

Subject	Course Title	CRN
COMM C1000H, 01	Public Speaking Honors	20392
AHIS 1, 16	Intro Visual Art & Art History	42439



ellucian

Faculty & Advisors • CRN Listing • Class List

Class List

Fall 2025 - 202520 COMM C1000H | 20392

Course Information
Public Speaking Honors - COMM C1000H 01
CRN: 20392
Duration: 08/25/2025 - 12/14/2025
Status: Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	5	1	4
Wait List	2	0	2
Cross List	0	0	0

Class List Wait List

Summary Class List

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
Duck, Donald N	A03270664	**Web Registered**	Credit	4	No Access	Enter Grade	Freshman

Duck, Donald N

Dance Program
Dance Major
ahurt2@student.mtsac.edu

View Profile

Results found: 1

Page 1 of 1 Per Page 25

https://gsprdg.mtsac.edu/StudentSelfService/sbs/studentProfile?studentId=108&term=202520

Final Grades

The **Final Grades** is the submission page for *final grades*, and where historical grade entries can be found. The initial sort order is by CRN, regardless of term. To view the most recent, click the column header **Term** to sort in descending order. When the CRN(s) for the current term are found, click on a CRN row to enter grades for that CRN/section.

Mt. San Antonio College

Isomura, Lorilyn A

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

Grading Status

Rollled

Subject

Course

Section

Title

Term

CRN

Not Started

Not StartedCOMM - Comm Studies (Formerly SPCH)1000H01Public Speaking Honors202520 - Fall 202520392

Not Started

Not StartedAHIS - Art History116Intro Visual Art & Art History202440 - Spring 202542439

Records Found: 2

Mt. San Antonio College

Isomura, Lorilyn A

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

Grading Status

Rollled

Subject

Course

Section

Title

Term

CRN

Not Started

Not StartedCOMM - Comm Studies (Formerly SPCH)1000H01Public Speaking Honors202520 - Fall 202520392

Not Started

Not StartedAHIS - Art History116Intro Visual Art & Art History202440 - Spring 202542439

Records Found: 2

Enter Grades

Full Name

ID

Midterm Grade

Final Grade

Rollled

Last Attend Date

Hours Attended

Narrative Grade Comment

Duck, Donald N.A03270664

Save

Reset

What links are still pointing to SSB8?

The following will still point to the old version until we can replicate the form/process.

Faculty Self Service

- [Print Class Roster](#)
- [Drop Roster](#)
- [REDACTED]
- [Lab Attendance Query](#)
- [Lab Attendance by Professor](#)
- [Positive Attendance Form \(Noncredit\)](#)
- [Activate Student Evaluation of your Class](#)
- [Activate Student Evaluation of your ESL/LLC Class](#)
- [Floating Flex Day Form](#)
- [Notice of Assignment](#)

Resources to share with Students

The Mt. SAC IT Department [Self-Service Banner](#) Information Page includes how-to on the Class Search and various Registration tasks.

The screenshot displays the 'Self-Service Banner Info' page. At the top, there are links for 'Login to Portal' and 'MountieApp'. The page features four video thumbnails, each with a title, a duration, and a play button. The videos are arranged in a 2x2 grid. The first video is titled 'SSB9 Class Search' with a duration of 04:33. The second video is titled 'Registering for a Class with a Waitlist in SSB9' with a duration of 01:43. The third video is titled 'Registering for a Class in SSB9' with a duration of 02:47. The fourth video is titled 'Registering for a Class with a Time Conflict in SSB9' with a duration of 02:18. Each video thumbnail includes the Mt. SAC logo and a play button. Below each video thumbnail is a caption. In the bottom right corner, there is a green button that says 'QUESTIONS? ASK MT SAC'.

Self-Service Banner Info

Login to Portal MountieApp

SSB9 Class Search 04:33 Banner 9

Mt. San Antonio College

Class Search in SSB9

Registering for a Class with a Waitlist in SSB9 01:43 Banner 9

Mt. San Antonio College

Registering for a Class with a Waitlist

Registering for a Class in SSB9 02:47

Mt. San Antonio College

Registering for a Class

Registering for a Class with a Time Conflict in SSB9 02:18

Mt. San Antonio College

Registering for a Class with a Time Conflict

QUESTIONS? ASK MT SAC

Registration in Self Service Banner 9

View Course Offerings, Student Schedule, and Register – all on ONE screen

The screenshot displays the Mt. San Antonio College Self Service Banner 9 registration interface. The browser address bar shows the URL: `prodrg.mtsac.edu/StudentRegistrationSsb/ssb/classRegistration/classRegistration`. The page header includes the college name and a user profile for Isomura, Loralyn A.

The main navigation bar shows the path: **Student** • **Registration** • **Select a Term** • **Register for Classes**. The current page is titled **Register for Classes**.

The **Find Classes** section shows search results for **Term: Summer 2025**. The results table lists the following course:

Course Code	Section	Course Title	CRN	Hours	Days	Building	Online	Primary	Waitlist	Open Seats
ANTH	1	Biological Anthropology	10345	3	S M T W T F S	Online	Wills, Laura M	(Primary)	10 of 10 waitlist seats remain	2 of 35 seats remain, 1 of 10 waitlist seats remain

The **Schedule** section shows the **Class Schedule for Summer 2025** with a grid for days of the week and times. The **Summary** section provides details for the selected course:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Biological Anthropology	ANTH 1, 02	3	10345	Dist. Ed Int...	Pending	**Web Registered**

The bottom of the page includes a **Submit** button and a status bar showing: **Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0**.

We're here to help!

Loralyn Isomura

lisomura@mtsac.edu

909-274-5770

Chris Estrada

cestrada@mtsac.edu

909-274-5734

Office of Instruction

414 – 2nd floor

909-274-4200

