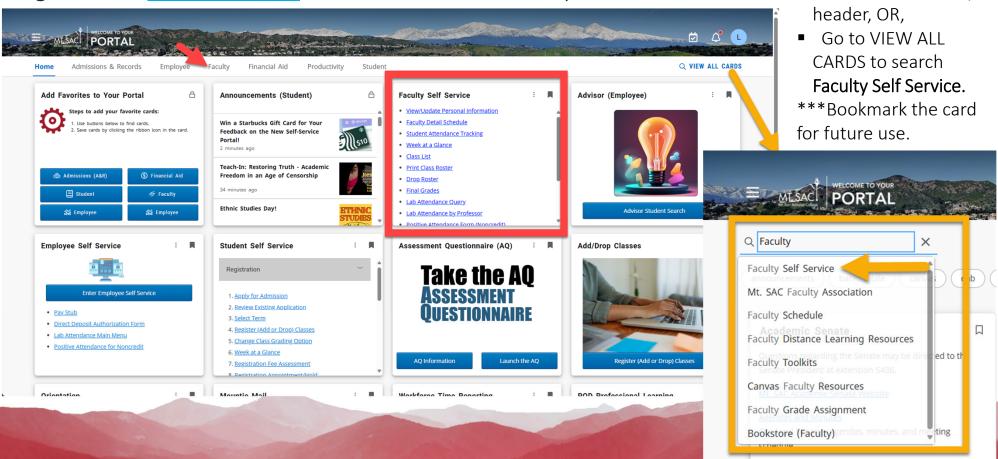# Faculty Card & Links

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
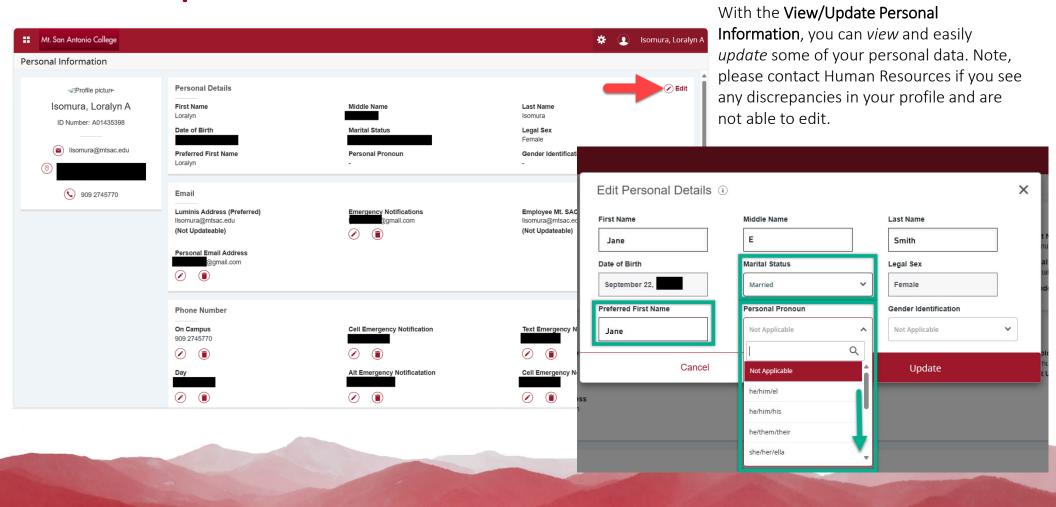
To find the card:
- Click on the Faculty header, OR,
- Go to VIEW ALL CARDS to search **Faculty Self Service.**

***Bookmark the card for future use.

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.

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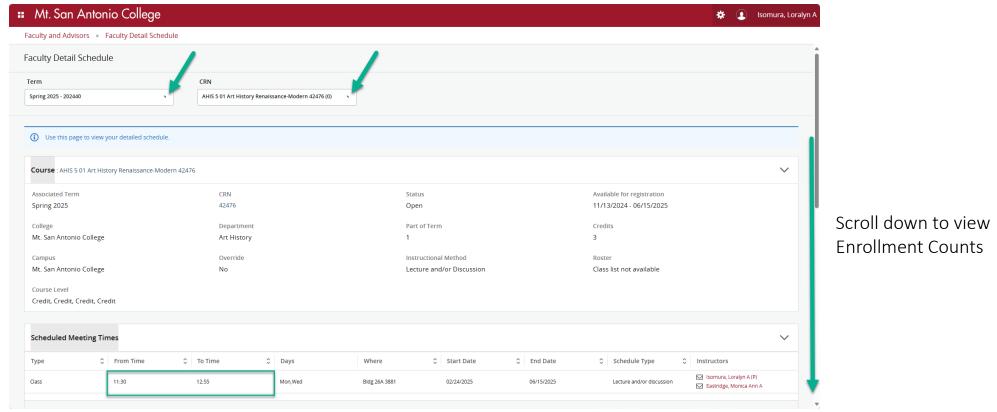Sections marked with an asterisk (*) may have more or less fields, depending on each employee.

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.

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.
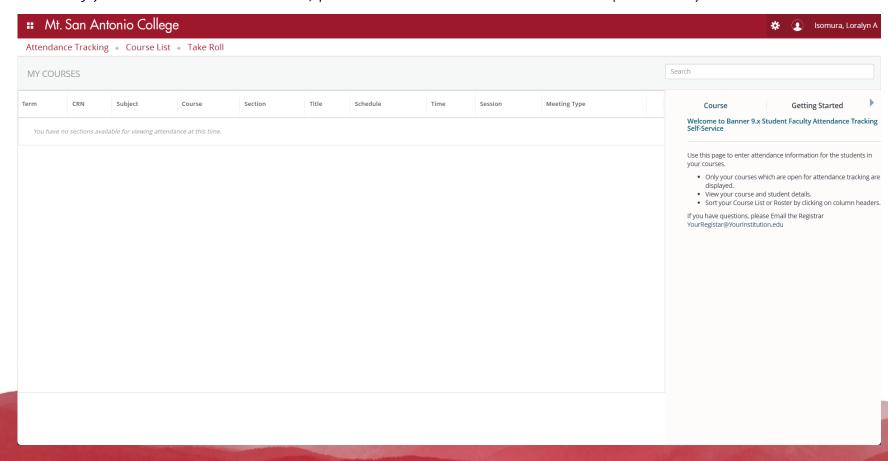
Faculty Detail Schedule

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.*
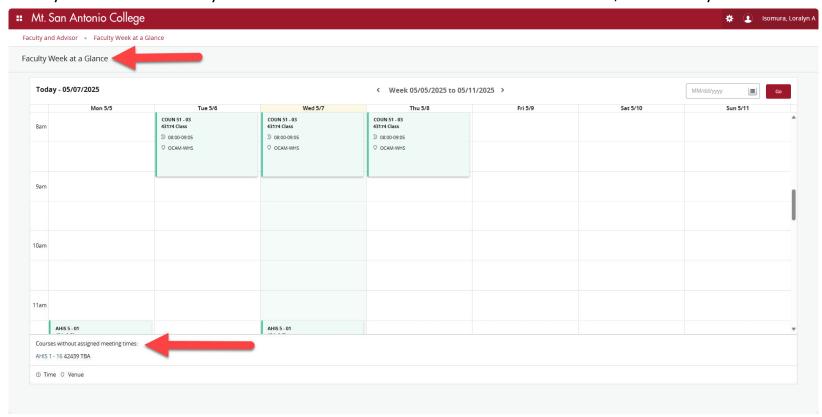
Student Attendance Tracking

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.
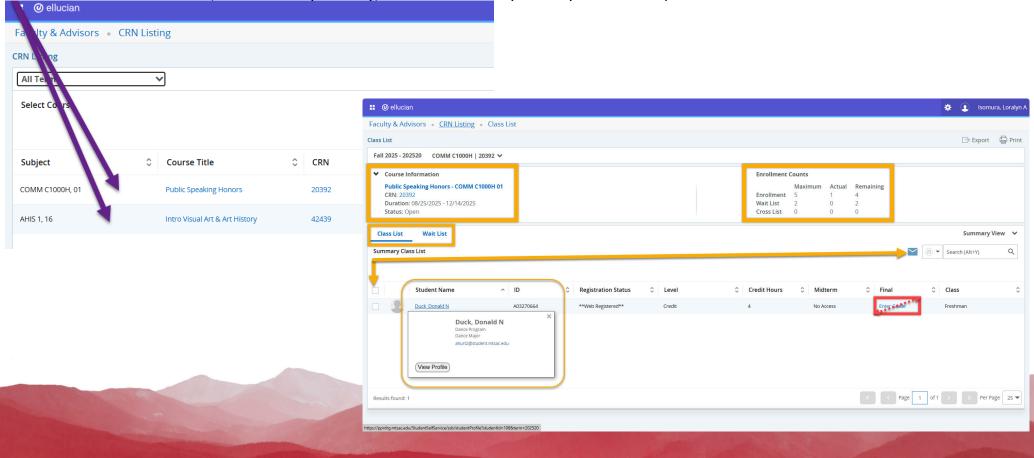
Week at a Glance

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

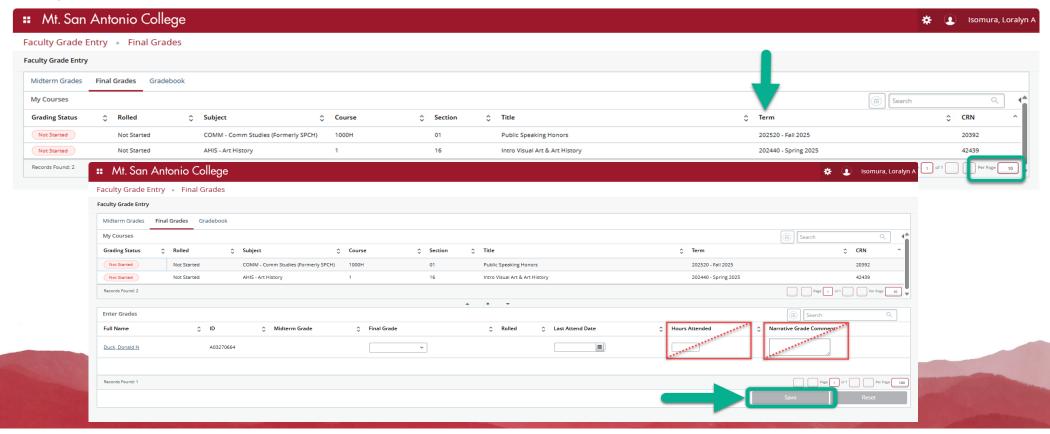*Any sections with to-be-arranged (TBA) or scheduled as online-asynchronous.

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.

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.

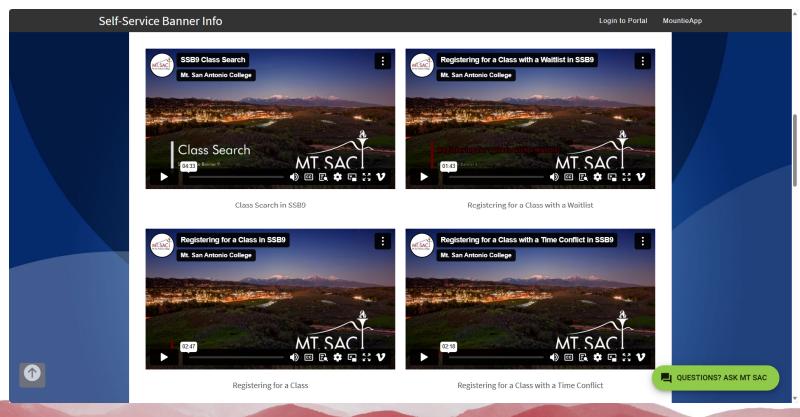# What links are still pointing to SSB8?

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

Faculty Self Service

- Print Class Roster
- Drop Roster
- ██████████
- 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
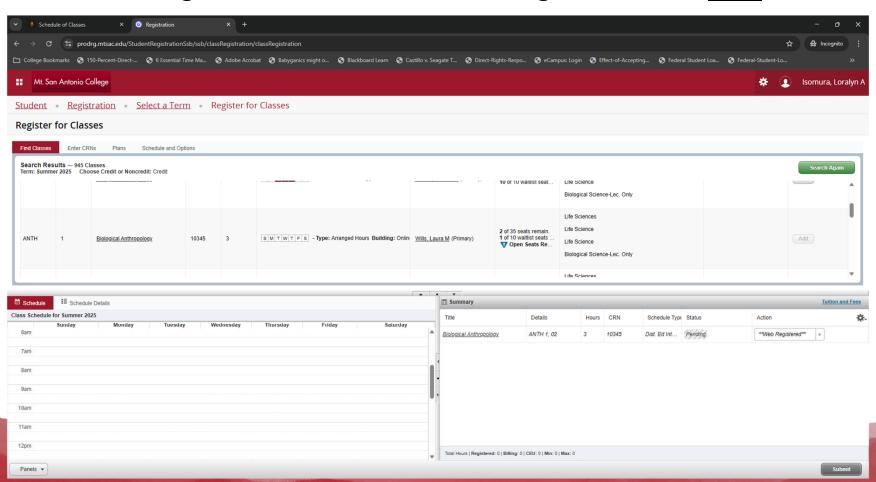- Notice of Assignment

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.

Registration in Self Service Banner 9

View Course Offerings, Student Schedule, and Register – all on <u>ONE</u> screen

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