

Student Self Service – User Guide

The following instructions detail how to:

- Enter Self Service
- Change your PIN (Personal Identification Number)
- View your results/ PAB decisions

Enter Student Self Service

- From the SSS page **Click** the link : **Banner Self Service**
- **Click** : *Enter BANNER SELF SERVICE(Secure Area)*

I
User ID:

PIN:


Login

Forgot PIN?

- Enter your Banner ID and PIN as shown above
Note: Until changed by you, your PIN is your date of birth in the format ddmmyy (e.g. 210167 for 21 January 1967). It is strongly advised that you change this. (see **Changing Your Pin**)
- **Click** Login
- The *first* time you enter Self Service you will be asked to submit a security question, which will enable you to reset your PIN should you forget it later on using 'Forgot Pin ?' Make your answer short and memorable as in the example below!

[HELP](#) [EXIT](#)

Login Verification Security Question and Answer

 If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

Answer:

Submit

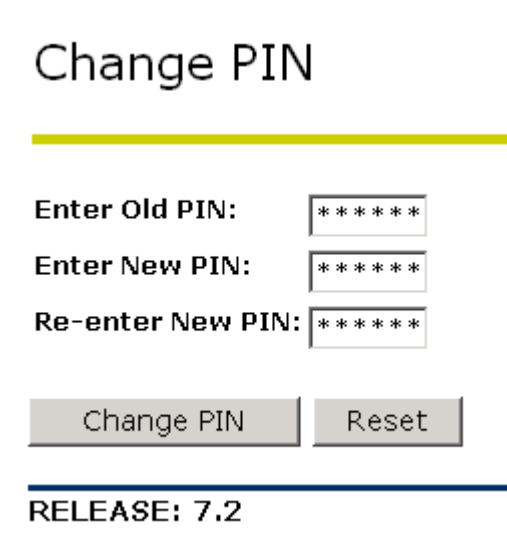
RELEASE: 7.2

- **Click** Submit

Changing your Pin

Once in Student Self Service

- **Click** [Personal Information](#)
- **Click** [Change your PIN](#)



The screenshot shows a web form titled "Change PIN". Below the title is a yellow horizontal line. The form contains three input fields, each with a label and a text box containing six asterisks: "Enter Old PIN:", "Enter New PIN:", and "Re-enter New PIN:". Below these fields are two buttons: "Change PIN" and "Reset". At the bottom of the form, there is a blue horizontal line followed by the text "RELEASE: 7.2".

- Enter your Old PIN, New PIN, and re-enter New PIN to confirm.
- **Click** Change PIN
Note: your new PIN must be 6 digits long

Viewing your Results/

- Click 'Student and Financial Aid' tab

Personal Information **Student and Financial Aid**

Search

Main Menu

[Personal Information](#)

Update addresses, email address Change your PIN

RELEASE: 7.2

- Click [Student Records](#)
- Click [Grades](#)

Select a Term:

RELEASE: 7.2

- With the appropriate term selected from the drop down e.g. 'Academic Year 2009/10' **Click Submit**

This will take you to a page displaying Module results (see example below: Undergraduate Course work)

Grades

i These module results have been confirmed and approved by the subject panel and the subject external examiner. They take account of mitigation claims which have been upheld by the relevant Faculty Mitigation Panel. Students on named programmes of the University will be notified in writing after the Progression and Award Boards of the module results and their eligibility for progression to the next stage in their programme or eligibility for an award. CLIC on a CRN to drill down to individual assessment component marks

Student Information

Student Status: Enrolled
Progression & Award Board Decisions: No Decisions Recorded For 200910

Current Program

BEng (Hons) (Sandwich)
Level: Undergraduate
Program: Chemical Engineering
Admit Term: 2008/09
Admit Type: UCAS
Catalog Term: 2008/09
College: Science
Campus: Paisley
Major: Chemical Engineering

Undergraduate Course work

CRN	Subject	Course	Course Title	Campus	Composite Mark	Final Grade	Grade	Comment	Attempted	Earned
175	CHEM	08001	Physical Chemistry 2	Paisley	44.5	C	Pass		20.000	20.000
176	CHEM	08002	Organic Chemistry 2	Paisley	55.2	B2	Pass		20.000	20.000
1480	CHEM	08012	Chem. and Phar. Processes	Paisley	53.03	B2	Pass		20.000	20.000

- The Progression and Award Board(PAB) Decision is displayed as this becomes available.
- From the Student Information page, **Click** on the relevant CRN to drill down to view individual component marks.
 Note: CRN stands for Course Reference Number and identifies the specific running of your Module.

Components

Title	Score/Out Of	Percentage	Letter Grade	Must Pass	Weight	Include In Midterm or Final	Subcomponents
EX - EXAMINATION	52/100	52	B2	Y	60	Final	None
CW - COURSEWORK	11/100	11	E	Y	40	Final	None

[Return to Previous](#)

[Back](#)

- **Click Return to Previous** to view the Component marks of another CRN.
- Once all Crns have been viewed, **Click EXIT** to leave Student Self Service
- To protect your privacy, please close your browser (IE) when you are finished.