

Quick Guide to Self Service Banner

Log into Banner Self Service at www.okbu.edu/ssb.

Public Area

Class Schedule and Course Catalog – This information does not require a login or pin.

Enter Secure Area

Your login is your ID (7 or 8 digits beginning with leading zero) & PIN (your date of birth) if it is the first time you've logged into ssb. Contact the Academic Center at extension 2023 if you are having difficulty logging into Self Service Banner.

You will be directed to the Main Menu page that summarizes what you can do regarding Personal Information, Faculty & Advisors, Employee and Finance. If you click on Faculty and Advisors, it will take you to the Faculty Services Tab where you can select from 25 different categories pertaining to Faculty advising, registration, class rosters and reporting mid-term and final grades.

Advisee Information including grades, schedule and contact info

To access list of advisees, scroll to bottom of list under Faculty Services Tab. Select Advisee Grade Summary. Advisees are listed with their current class schedule, midterm grade and final grade. Clicking on advisee name will give you current address and phone info, as well as a list of other info available such as Student Information & email address. General Student Information includes term of 1st attendance, class level, expected graduation date, catalog year, major.

Class Rosters

Many of these functions are Term specific. The second item under Faculty Services is Term Selection. This allows you to select a term from the drop down menu. You may find your class rosters from CRN Selection (top) and Faculty Grade Summary (bottom). Select class from drop down menu.

Advisee Transcript info including Academic Standing

You may view the transcript of your advisees by choosing Student Information Menu from the Faculty Services tab. Then, choose ID Selection and enter the student ID or name. Click Submit twice and then choose Academic Transcript, then Display Transcript. This will pull up the student's transcript information including Academic Standing, Transfer Hours and all work completed and in progress.

NOTE: Take some time to explore each area so you will know what information is available to you through the Banner Self Service site. If you find a link that doesn't work properly, please contact the help desk at helpdesk@okbu.edu or off campus at (405) 585-5200 or on-campus at extension 5200. Most links work great and you will have a wealth of information at your fingertips!