



OFFICE OF ENROLLMENT SERVICE AND STUDENT SUCCESS

DON'T RUN INTO ROAD BLOCKS



REGISTER TODAY FOR STUDENT BANNER NAVIGATION AND PROCEDURES TRAINING

BANNER SELF-SERVICE TRAINING (SSB)
FACULTY AND ADVISORS
The session will cover Self-Service Banner relative to navigation and procedures via myTSU including accessing student information, grading and attendance reporting
When: March 7, 14, 21 April 4, 11, 18
Time: 10:00 a.m. - 11:30 a. m. 2:00 p. m.. - 3:30 p. m.
Where: Holland Hall, Room 235

INTERNET BANNER (INB)
STAFF, DEANS, DEPARTMENT HEADS, ADMINISTRATORS
This session is designed to provide instructions on navigation, entering information in the database and use of forms required to perform assigned office duties, including course scheduling, class rosters, permit overrides
When: March 9, 16 April 6, 13, 20
Time: 10:00 a.m. - 11:30 a. m. 2:00 p. m. - 3:30 p. m.
Where: Holland Hall, Room 235

To register for your session visit www.tnstate.edu/records/bannertraining.aspx

To down load training manuals access <https://www.tnstate.edu/banner>

If you would like a printed copy to take notes, please bring copies with you as no handouts will be provided.

Trainer: Vickie L. Holmes 963-5136