



LINK STUDENT-ACADEMIC
ADMISSIONS



**STAD-185 Entering a High School Institution in
Banner**

Date Issued:
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General Description: This procedure explains how to add a new high school institution in Banner.

Responsible Manager: Director of Admissions and Recruitment

Related Forms:

STVSBGI Source/Background Institution Code Validation Form

SOASBGI Source/Background Institution Base Form

Process Summary

Step #	Action / Field Name
1	Go to STVSBGI in BANNER
2	Verify that the institution doesn't already exist by searching both fields: a. Source Background Institution: Type the new code and click on Execute Query or use F8. b. Description: Type the institution name in CAPS and click on Execute Query or use F8
3	Does the institution already exist in Banner? a. If the institution exists, stop and do not enter institution. b. If the institution does not exist on the data base, proceed to #3.
4	Click on the blue X to clear the query screen.
5	Select "Execute Query" to show all values on the data base.
6	Select "Insert Record"
7	Enter in the following fields: a. the new ACT or High School code, b. the Description or high school name (in CAPS), c. the institution Type of "H" for high school, d. the Admissions Request code of "HST1" e. press Tab The next column self-populates with "Official High Sch Transcript"
8	Select "Save."
9	Go to SOASBGI
10	Source/Background Institution: Enter the new High School Code (ACT code) in the field.

11	Press "Enter" and see the description (high school name) display in the next field.
12	Select "Next Block".
13	City: Required. Type the name of the city where the new institution is located.
14	State: Required. Type the two character alpha abbreviation for the state where the new institution is located.
15	ZIP Code: Required. Type the zip code for the institution's location.
16	Select "Save" then select "Exit."

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