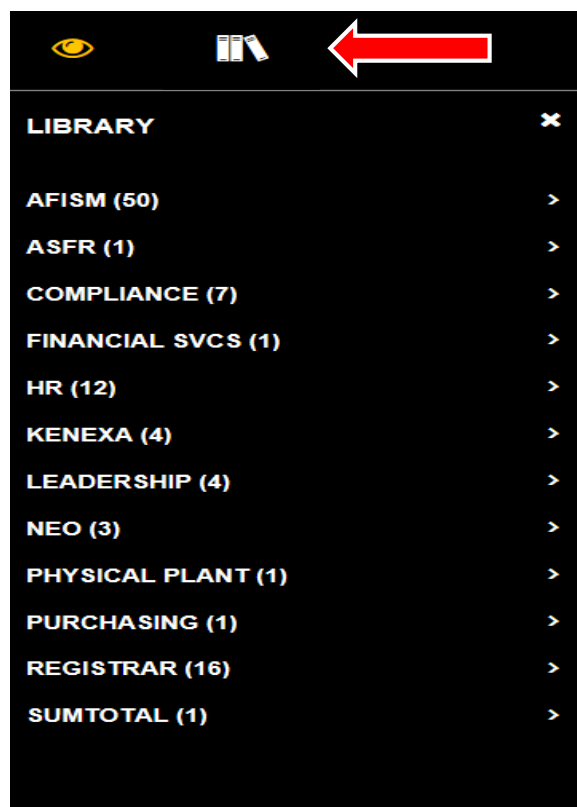




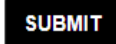


**Thank you for contacting me in-regards to Student Banner training!** First, please complete the FERPA online training located in Sum Total

Please follow the directions below for accessing registration for Office of the Registrar Trainings, including **FERPA online training, View Access Student Banner Training** and/or **Record Management Student Banner Training**.

**Directions to Register for Office of the Registrar Training(s):**



1. Log in to Sum Total using the following link:  
<https://texastech.sumtotal.host>
2. Click on the Books icon located in the top, left-hand corner , the Library will be listed
3. Navigate to the REGISTRAR title and click on the arrow  this will prompt a drop-down list of the Office of the Registrar trainings. Make a selection by clicking on training that is needed.
4. Once a training is selected, navigate to the right-hand to the SELECT icon 
5. Then, click on the down arrow  for the Register option and click the Register option.
6. Click on the Submit icon  to register and begin training.

Once you have completed the FERPA training, please register for **EITHER View Access Student Banner Training or Record Management Banner Training** (please see training descriptions below). Depending on the access you are needing, decides which training you should register for in Sum Total following the steps above.

**View Access Banner for Beginners**

**Description:**

This Banner for Beginners class is suggested for individuals who only need to view student records for informational purposes, but who will not manage student records. Non-Academic Departments who need view only privileges in Banner may include (but not limited to): Advancement Services, Human Resources, IT, TTU Police and Financial Services.

For your position or job duties, do you need to only see student information in one or all of the following systems: INB- Student Banner (ex. Student Holds-WOAHOLD, Student Information-SGASTDN and/or all other student-banner forms\*) Student-Cognos, Student-Xtender and/or Advisor Tab (Student Information, Degree Works, Transcript, etc.)? More specifically, this access will not allow any type of management or modification in INB-Student Banner. \*Please note, there are some INB-Banner forms that require additional, specialized training and written justification that must be approved by Texas Tech University Registrar before access will be granted. \*

**Record Management Access Banner for Beginners**

**Description:**

This Banner for Beginners class is suggested for individuals who will access student records in Banner for management purposes (registration assistance, holds, permits, time ticketing, etc.). Academic Departments who may need management privileges include (but not limited to): College Deans, Department Chairs, Academic Advisors, Student Health and SOAR. **\*Please note this class will include all training that is implemented in the View Access Banner for Beginners class.**

For your position or job duties, do you need to manage or modify student information in INB-Student Banner (ex. Student Information-SGASTDN, Registration Permits-SFASRPO, Time Ticketing-SFARGRP, Place Holds-WOAHOLD on Student Record and/or all other student-banner forms\*)? Also, this training allows access to Advisor Tab (Student Information, Degree Works, Transcript, etc.), Student-Cognos and Student-Xtender. \*Please note, there are some INB-Banner forms that require additional, specialized training and written justification that must be approved by Texas Tech University Registrar before access will be granted. \*