What is SSB (Self-Service Banner or Banner Self-Service)?

SSB is an interface that presents INB (Internet Native Banner) information in a user-friendly way; the format of SSB is much more "look up only". SSB has limited fields in which information can actually be changed.

SSB contains various modules and functions for UNH students, faculty, and staff. Access to modules and functions is permission-based. If you do not have access to a required system, please email your request to help@newhaven.edu.

Students use the Student module to register for classes, view their academic history, and apply to graduate and more. Faculty and Staff use the Faculty Services module to look up course rosters, check student information for advising, and enter grades. Faculty and Staff use the Finance module for purchase requisitions and budgets and the Employee module to submit or approve time sheets, request time off, etc.

To log into SSB:

- Go to https://insideunh.newhaven.edu
- Enter your UNH network username and password. If you do not have access to a required system or module, please email your request to help@newhaven.edu.
- Click on the yellow SSB icon on the menu bar.

You will arrive at the SSB main menu. The image below displays a sample user's permission-based access; this user is both a student and a staff member.
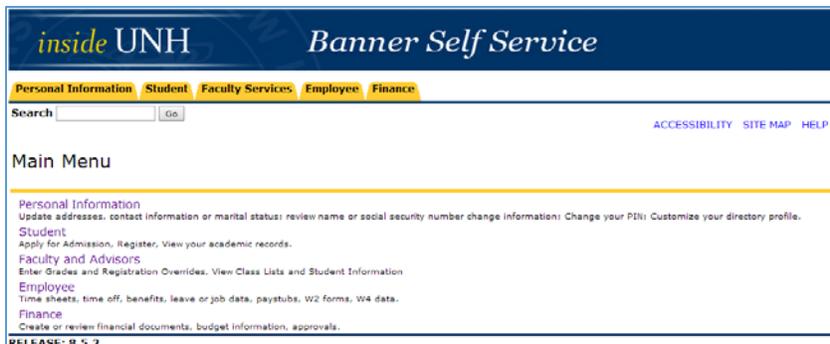
To access a module in SSB:

Click on a yellow module tab to see the menu for that module. We chose the Faculty Services module in the image below


How to Search in SSB:

Use the percent sign "%" as a wildcard to replace the portion of a name or code if you are unsure of the name spelling or part of a code.

Searching for students by last name:

To get these results…	Enter these criteria…
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma

- *Banner is "term-driven" – meaning, for almost all functions, you must choose the appropriate academic term from the Term Selection dropdown list to view or enter information for that term. Ex: you must choose the appropriate academic term when viewing student information or course rosters or entering grades.*
- *To see the most up-to-the minute information, always click Return to Menu; do not use the back button on your browser.*
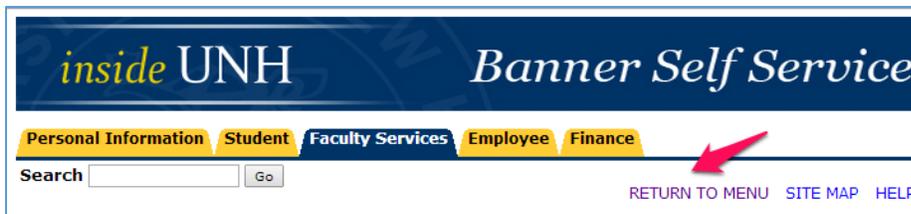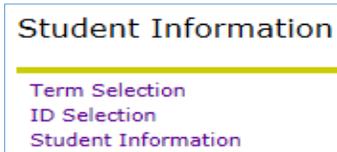
1. Click on the Faculty Services tab.
2. Click on Student Information Menu.

Faculty and Advisors

Student Information Menu
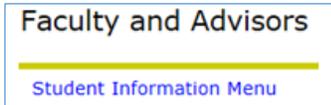
This opens the Student Information submenu.

Student Information

Term Selection
ID Selection
Student Information

3. Click on Term Selection and click on the drop down arrow.

| Personal Information | Student | Faculty Services | Employee | Finance |

Search [ ] Go   RETURN T

Select Term

Select a Term: Fall 2014 . . . . Aug 25, 2014 - Dec 16, 2014 ▼

Submit

4. Click on the appropriate term and click on the Submit button.
5. In the ID Selection screen, type in the student's UNH ID number or last and/or first name or refer to the How to Search in SSB instructions above.
6. Click the radio button next to All and click Submit to view all the students that fit the search criteria (or you can limit the search by selecting one of the other radio buttons to look up only students in *your course for that term* or students that *you advise for that term or both*).

Student and Advisee ID Selection

You may enter:
    1. The ID of the Student or Advisee you want to process, or
    2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [ ]

OR

Student and Advisee Query
Last Name: Scram%
First Name: [ ]
Search Type: ○ Students
               ○ Advisees
               ○ Both
               ● All

Submit | Reset
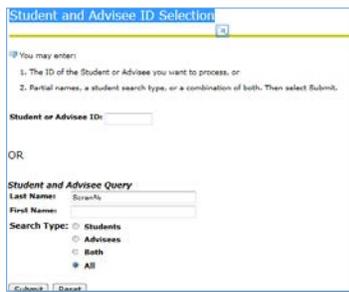
7. Click on the Student or Advisee from the dropdown box list (if more than one appears) and then click Submit. SSB will bring you back to the Student Information screen – *the student's information is being held behind the scenes.*

8. Click on Student Information - the General Student Information is presented to you.

Secondary	
Graduate Certificate	
Level:	Graduate
Program:	Cert in Human Resources Mgmt
Admit Term:	Summer 2010
Catalog Term:	Summer 2010
College:	College of Business
Campus:	Main Campus
Major and Department:	Human Resources Management, Management & Sports Management

[Student Schedule | Student Addresses and Phones | Student E-mail Addresses]

9. Use the links on the bottom of the screen to view other Student Information items such as

10. Student E-mail Address and Student Schedule or click Return to Menu at the top of the screen to access additional student information.

11. To view information for a different student, click Return to Menu and then click ID Selection.

To Print Information from SSB:

Right-click anywhere on the screen and select Print.

Back
Forward
Reload
Save as...
Print...
Translate to English
View page source
View page info
Inspect element

If you would like training, please contact:
Lisa Scranton 203.932.7485 lscranton@newhaven.edu
or
Louise Franco 203.932.7392 lfranco@newhaven.edu

If you have a question about the information found within SSB, please contact the UNH Registrar's Office at 203.932.7309 UNHRegistrar@newhaven.edu.

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