

View Student Documents in Self-Service Banner

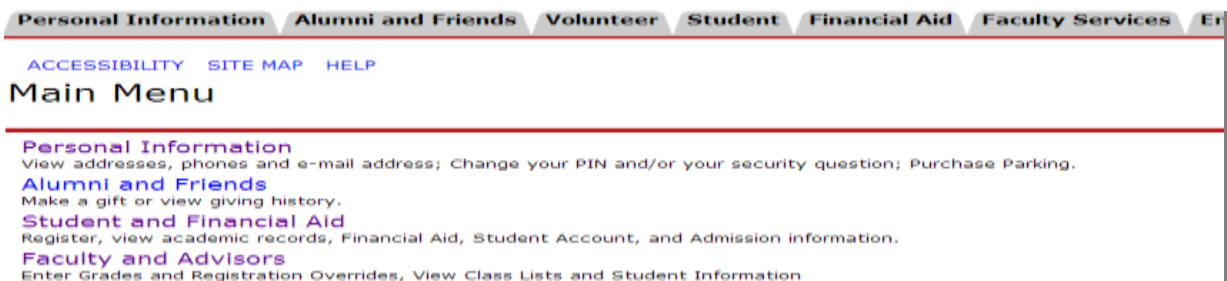
Student and applicant supporting documents are now available to you in Self-Service Banner. Follow the instruction below to view documents.

If you have questions about documents belonging to a prospective student or applicant, please contact the Office of Admission at extension 2000. If your questions are about students who have enrolled, please contact the Office of Student Records at extension 3182.

1. From the My YSU Portal home page, click **Self-Service Banner**



2. Choose the Faculty Services tab or the Faculty and Advisor menu option



RETURN TO MENU SITE MAP HELP EXIT

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Active Registrations
- Registration History
- Student Summary Schedule
Provides condensed student schedule in a printable format.
- Student Week at a Glance
New menu item! Provides a week-at-a-glance view for a student schedule.
- View Test Scores
- View Holds
- Xtender Solution ←

RELEASE: 8.5.3

NOTE: If you click **ID Selection**, you will NOT be able to select an applicant (to view their documents), even after selecting the Xtender Solution menu item.

4. You must always enter from the Xtender Solution menu to view documents for an applicant.

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Select Term

Select a Term: ▼

RELEASE: 8.4

NOTE: The term is NOT used to determine which documents will be viewable.

If you get to this page from the ID Selection menu item, the term is used to determine if the person is a student. (an SGBSTDN record exists)

If you get to this page from the Xtender Solution menu item, the term will be ignored; the user can select any term.

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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

Note: If using Xtender Solution and want to select an applicant, use the Xtender Solution menu item and must select by Student ID.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: All

RELEASE: 8.4

5. To view an applicant or student, put in the **Student ID**. Applicants will NOT be displayed using the **Name** search.

Search accepted students by either the **Student ID** or the **Student and Advisee Query**.

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Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee:

- Donaldson, Cha
- Donaldson, Josepl
- Donaldson, |
- Donaldson,
- Donaldson, Ro
- Donaldson, Ro
- Donaldson, Travis L. Y006

RELEASE: 8.4

6a. If searching by **Name**, type in the last name. Click **Submit**. Choose the student from the drop down list. (Y-numbers and names are obscured in this image). **Note: You cannot search for an applicant by name.**

Click **Submit** to continue.

Personal Information Alumni and Friends Student Financial Aid **Faculty Services** Employee Finance

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Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Pete Penguin is the name of the student or advisee that you selected.

RELEASE: 8.4

6b. If you used the **Student or Advisee ID (Y-Number)**, you will receive a reply message if the student or advisee is found.

Click **Submit** to continue.

Personal Information Alumni and Friends Student Financial Aid **Faculty Services** Employee Finance

SITE MAP HELP EXIT

Information for Pete Penguin

Note: Xtender security requires that the links below are time sensitive. If you receive an *Encryption timestamp has expired* error message, the following documents are available. Click on the document description.

Document Name

- ACT
- AP Credit
- Admission Application
- Application by Undergraduate Student to Enroll in a Graduate Course

7. Documents on file for a student will be shown in alpha order by the name of the document.

Please see the listing below for types of document which **may** be on file for a student.

8. Click on the document name to view its contents.

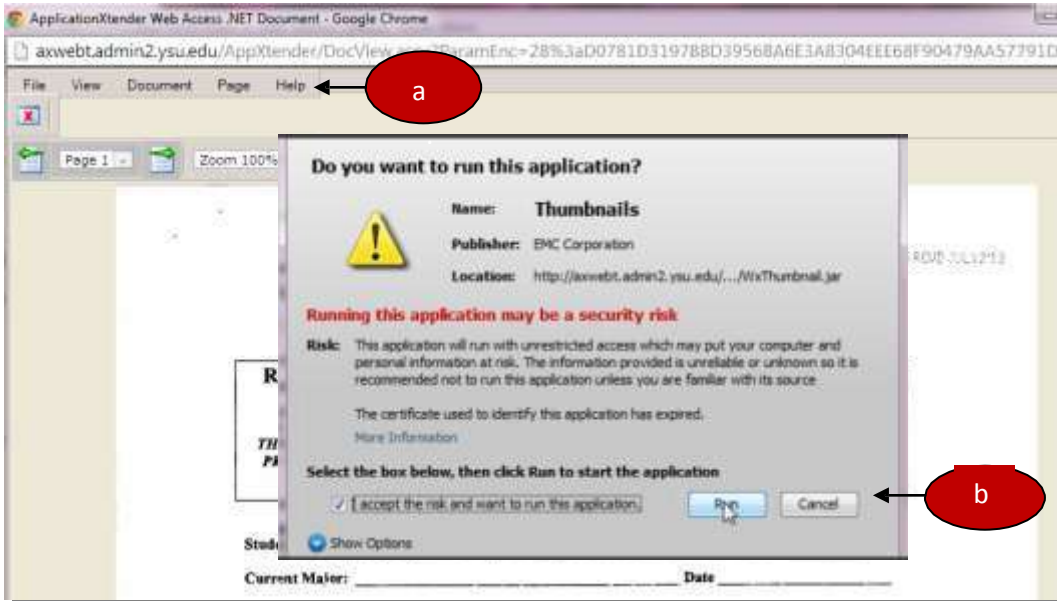
Please read **About Xtender** on page 6.

Document Names		
ACT	AP Credit	Admission Application
Application by Undergraduate Student to Enroll in a Graduate Course	CLEP Credit	CPR card (Current)
Clinical Lab Credit	College Transcript 1* (up to 9)	College Transcript(s)
Conference Course	Department Application	Dept Credit by Examination
FERPA Release (Parents allowed/not allowed to view file)	Final HS Tran/Profile	GED
GMAT Scores	GRE Scores	Grade Change Form
Home School Assessment	IELTS Scores	Incomplete HS Transcript & Profile
International Baccalaureate	Letters of Recommendation/Reference 1 (Up to 3)	Liability Insurance (DPT)
MAT	MELAB	Major Change
Military Transcript	Misc Grad Material	Misc UG Material
Partial HS Transcript w/GED	Portfolio	Repetition Form
Request for Transfer of Graduate Credit	Resume	SAT
Statement of Purpose	TOEFL	Teaching Certificate/License
Transient Form	Unofficial Admission Documents	Unofficial Transcript 1 (Up to 6)

ABOUT XTENDER:

Xtender is a web based program. The menu features **(a)** in Xtender are visible but **not available for use**. You may only zoom in/out or move from page to page while viewing a document. There is no print option in Self Service.


On your first selection of a multiple page document using Xtender, you will be asked to download a



program called **Thumbnails (b)**.

This program enables you to view multiple page documents in a thumbnail view using the Xtender window. Accept and Run Thumbnails when you see this message.

Note: You may not adjust the orientation of a page from landscape to portrait; **nor can you print document displayed in Xtender.**

NOTE: If you receive an **Encryption timestamp has expired** error message, close the Xtender window  and **CLICK HERE** to refresh these links and try again.



Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee Finance

SITE MAP HELP EXIT

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