

# Student Training Manual

## SELF-SERVICE BANNER

UWI School of Business and Applied Studies (Trading as ROYTEC)

I.T. UNIT

# What is BANNER?

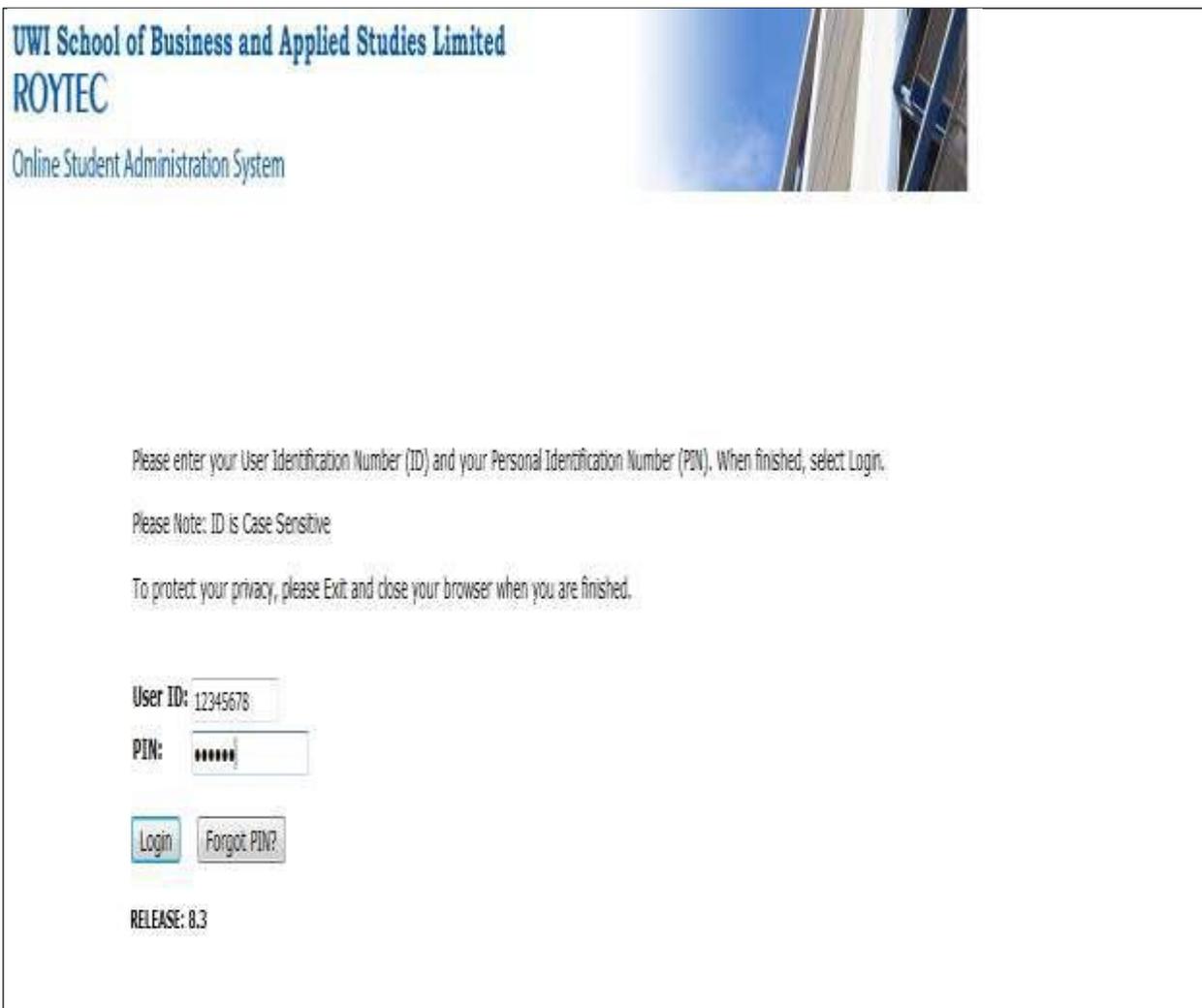
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- ▶ SCT BANNER Student Administration System was developed by SunGard Higher Education. The system was designed to help tertiary level institutions manage the records of students enrolled at their school. The system consists of several modules with students in mind, inclusive of Course Catalogue, General Person Information, Admissions, Registration, Accounts Receivables, General Student Information, Academic History and Curriculum Planning. Banner has upgraded many modules of the system over the years and so it now contains features which include online registration and online entry of final examinations that allows students to register and view grades online respectively.

## LOGIN TO BANNER

### STEP 1

- Enter your Student ID in the USER ID field on the login page. For example: **'20100000'**
- Enter your Date of Birth in the format **'MMDDYY'** in the PIN field for your initial login.
- Click **LOGIN** Button to proceed.



The screenshot shows the login interface for the UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System. The page features a header with the school's name and logo, and a main content area with instructions and input fields. The instructions state: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login." and "Please Note: ID is Case Sensitive". A privacy notice reads: "To protect your privacy, please Exit and close your browser when you are finished." The input fields are labeled "User ID:" and "PIN:". The "User ID:" field contains the text "12345678". The "PIN:" field contains six asterisks. Below the input fields are two buttons: "Login" and "Forgot PIN?". At the bottom left, the text "RELEASE: 8.3" is displayed.

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID: 12345678

PIN: \*\*\*\*\*

Login Forgot PIN?

RELEASE: 8.3

## STEP 2

- Re-enter your Date of Birth 'MMDDYY' as your old pin in the 'Re-enter Old Pin' field
- Create a new pin of six (6) or more alphanumeric characters. Enter in 'New Pin' field
- Confirm new pin and click the '**SUBMIT**' button

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

HELP EXIT

### Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Last web access on Dec 10, 2010 12:03 pm

RELEASE: 8.3

### STEP 3 - CREATE A SECURITY QUESTION

- Enter a security question and answer in the fields provided in the event that you forget your password at any point in time in the future
- After creating your security question and answer click the **'SUBMIT'** button. You will be taken to the Student Main Menu

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go MENU SITE MAP HELP EXIT

### Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

RELEASE: 8.3

REGISTER FOR YOUR COURSES

- From the Student Menu Select **‘Registration’**



- **Select Add or Drop Classes**

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HEL](#)

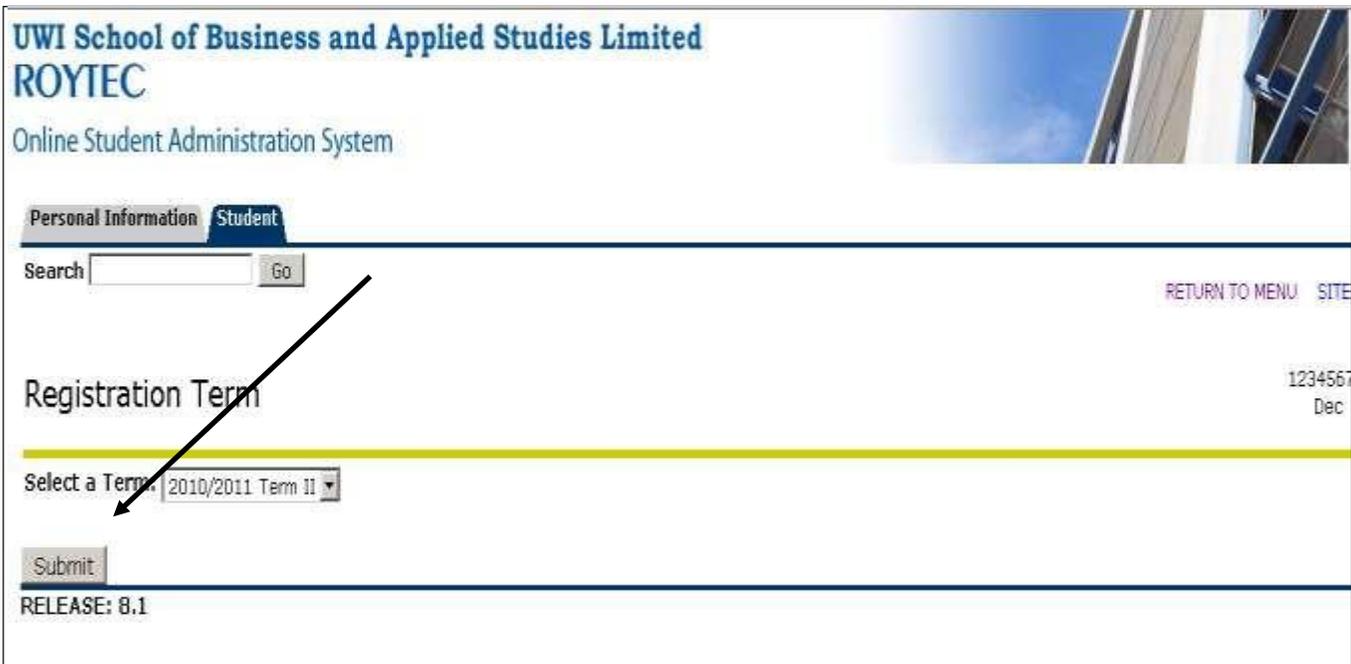
## Registration

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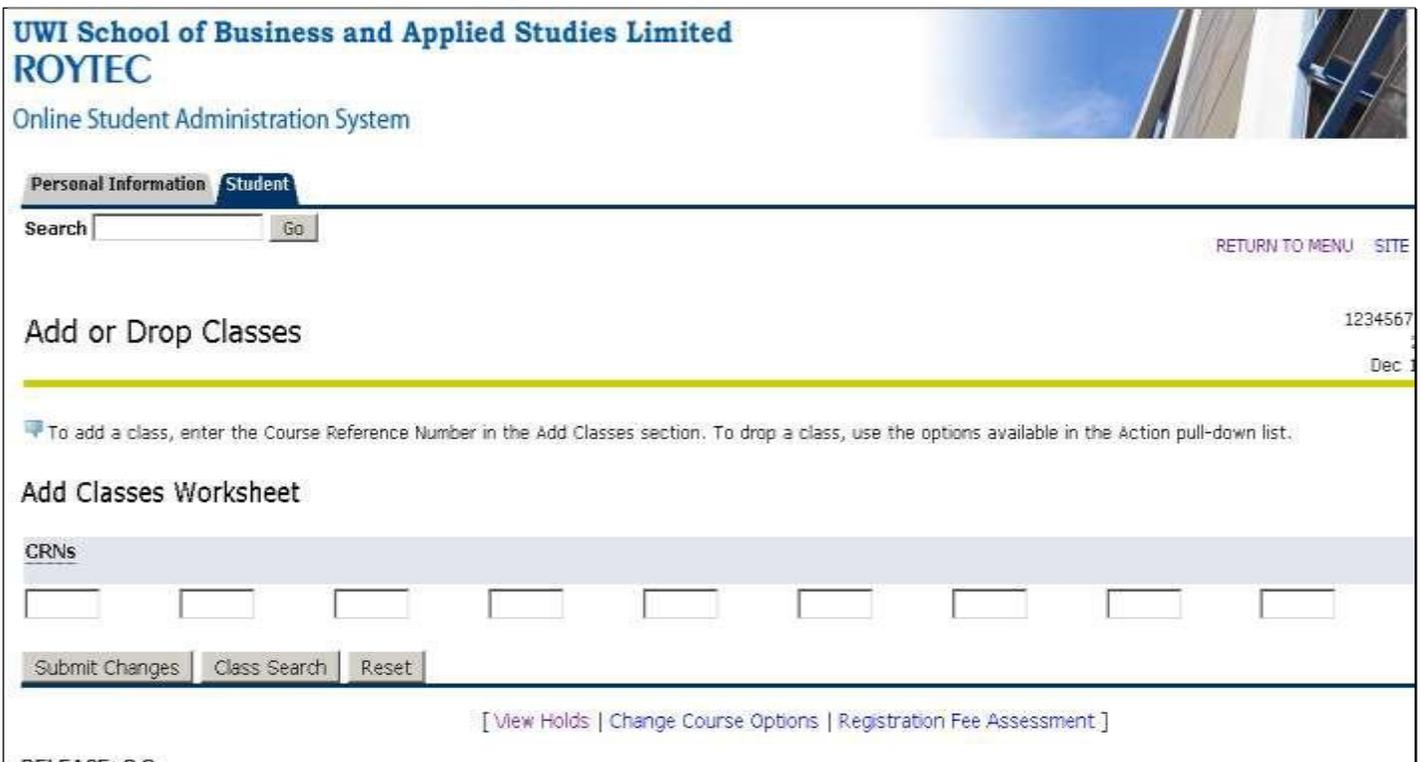
- Select Term
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Conase Student Schedule
- Application Fees Summary

RELEASE: 8.3

- **Select the Registration Term and Click Submit**



- **You now have the Add or Drop Classes Worksheet. Click Class Search to See Available Classes for the Specified Term.**



- **Enter Search Criteria for Classes you wish to take for the next Term**

**Look Up Classes** 12345678 Status Un  
2010/2011 T  
Dec 14, 2010 12:

---

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Campus:**

**Part of Term:**  
Non-date based courses only

**Instructor:**

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**SELECT A SUBJECT TO SEARCH FOR CLASSES**

**YOU CAN EVEN SEARCH FOR A CLASS BY INSTRUCTOR OR CAMPUS (NORTH/SOUTH)**

**ONCE YOU ENTER YOUR CRITERIA CLICK THE CLASS SEARCH BUTTON ON THE BOTTOM LEFT CORNER**

[ [Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#) ]

- **Your Class Selections based on Search Criteria is Presented on the Page Below. Select an available class and click 'Register' or 'Add to Worksheet'**

UWI School of Business and Applied Studies Limited  
**ROYTEC**  
 Online Student Administration System

Personal Information **Student**

Search  Go

RETURN TO MENU SITE MAP HEL

12345678 Status U  
 2010/2011  
 Dec 14, 2010 0

**Once you decide on a class day and time, Check the box and click on Register or Add to Worksheet**

**Pick the Class you wish to add according to day, time and space available in the Class Search Results**

Sections Found  
 English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Att
<input type="checkbox"/>	20078	ENGL	0102	001	N	3.000	Written Communication	M	01:00 pm-04:00 pm	30	0	30	DR. ALLAN MC KENZIE (P)	12/10-04/17	TBA	
<input type="checkbox"/>	20133	ENGL	0102	005	N	3.000	Written Communication	S	08:00 am-11:00 am	30	0	30	DR. ALLAN MC KENZIE (P)	12/10-04/17	TBA	
<input type="checkbox"/>	20002	ENGL	0103	001	N	3.000	Verbal Communication	M	05:00 pm-08:00 pm	35	0	35	DR. ALLAN MC KENZIE (P)	12/14-04/17	TBA	
<input type="checkbox"/>	20051	ENGL	0103	005	N	3.000	Verbal Communication	S	12:00 pm-03:00 pm	35	0	35	DR. ALLAN MC KENZIE (P)	12/10-04/17	TBA	

Register Add to WorkSheet Class Search

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

- If you selected courses by Adding to Worksheet, You must 'Submit Changes' in order to see the course you are registered in.

The screenshot displays the 'UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System' interface. At the top, there are navigation tabs for 'Personal Information' and 'Student'. Below these is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Add or Drop Classes', with a yellow horizontal bar below it. A message states: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.' Below this is the 'Add Classes Worksheet' section, which includes a 'CRNs' label and a row of input boxes. The first three boxes contain the numbers '20018', '20135', and '20031'. At the bottom of this section are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. An arrow points from the 'Submit Changes' button to the 'Add or Drop Classes' heading. At the very bottom of the page, there are links: '[ View Holds | Change Course Options | Registration Fee Assessment ]'.

- **Once you submit changes on your worksheet you would see the screen below which displays the classes you are now registered in. You would also see this screen if you had selected 'Register' when adding the course in class search.**

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Dec 14, 2010	None	20018	ENGL	0101	001	Associate Degree 3.000	Standard Letter	English Usage
**Web Registered** on Dec 14, 2010	None	20135	ACCT	0104	003	Associate Degree 3.000	Standard Letter	Intro to Financial Accounting

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 999999.999  
 Date: Dec 14, 2010 02:05 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	20031	ECON	0201	003	Associate Degree 3.000	Standard Letter	Macro Economics

### Add Classes Worksheet

CRNs
<input type="text"/>

Submit Changes | Class Search | Reset

[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

**IF YOU ARE MISSING THE PRE-REQUISITE FOR A COURSE YOU WILL GET A 'REGISTRATION ADD ERROR' WITH THE STATUS THAT READS 'PRE-REQUISITE AND TEST SCORE ERROR' – This means you may need to do another course which is a pre-requisite for the one you are attempting to register for.**

- You can also **DROP** a course you may have added in error by clicking the down arrow in the action column in the 'Current Schedule' during the registration period.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Dec 14, 2010	None	20018	ENGL	0101	001	Associate Degree	3.000	Standard Letter English Usage
**Web Registered** on Dec 14, 2010	None DROP	20135	ACCT	0104	003	Associate Degree	3.000	Standard Letter Intro to Financial Accounting

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 999999.999  
 Date: Dec 14, 2010 02:05 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	20031	ECON	0201	003	Associate Degree	3.000	Standard Letter Macro Economics

**Add Classes Worksheet**

CRNs

<input type="text"/>									
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Submit Changes   Class Search   Reset

[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

**ONCE YOU HAVE SELECTED TO DROP A COURSE CLICK THE SUBMIT CHANGES BUTTON ON THE BOTTOM LEFT OF THE SCREEN FOR THESE CHANGES TO TAKE EFFECT.**

- **Once you are finished registering for classes look over your CurrentSchedule Screen to ensure you are satisfied with the choices you have made in Class Selection.**

## Add or Drop Classes

12345678 Status 1  
 2010/2011  
 Dec 14, 2010 0

---

■ To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Dec 14, 2010	None ▾	20018	ENGL	0101	001	Associate Degree	3.000	Standard Letter	English Usage

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 999999.999  
 Date: Dec 14, 2010 02:08 am

### Add Classes Worksheet

**CRNs**

[\[ View Holds \]](#) | [\[ Change Course Options \]](#) | [\[ Registration Fee Assessment \]](#)

**NOW THAT YOU ARE FINISHED REGISTERING YOU CAN ALWAYS VIEW YOUR STUDENT SCHEDULE VIA THE REGISTRAION MENU BY CLICKING ON THE ‘STUDENT DETAIL SCHEDULE LINK’ as shown below.**

# UWI School of Business and Applied Studies Limited ROYTEC

Online Student Administration System



Personal Information **Student**

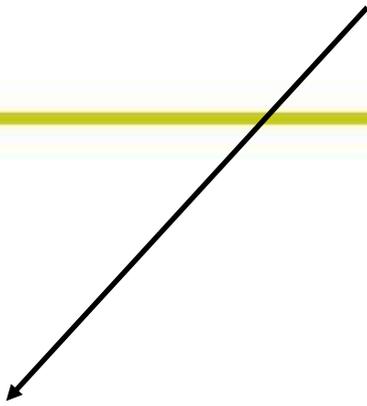
Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration

---

- Select Term
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Concise Student Schedule
- Application Fees Summary



RELEASE: 8.3

CHECK YOUR GRADES

- On the Student Man Menu select **'Student'**



- **Select Student Records to Access your End of Term Grades**

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP

## Student

---

[Admissions](#)  
Apply for Admission or Review Existing Applications

[Registration](#)  
Check your registration status, class schedule and add or drop classes

[Student Records](#)  
View your holds, grades and transcripts

[Student Accounts](#)

RELEASE: 8.3

- **Select Grade Detail to view the break down of your results by Course**

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HEL

Student Records

**GRADE DETAIL**

---

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic Transcript](#)
- [Request Printed Transcript](#)
- [View Status of Transcript Requests](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Request Enrollment Verification](#)
- [View Status of Enrollment Verification Requests](#)
- [Apply to Graduate](#)
- [View Application To Graduate](#)

RELEASE: 8.3

- **Select the Term you wish to view for break-down of course grades**

The screenshot shows the UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System interface. At the top left, the text reads "UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System". To the right is a blue-tinted image of a building. Below the header, there are two tabs: "Personal Information" and "Student". A search bar with a "Go" button is present, along with a "RETURN TO MENU" link. The main heading is "Grade Detail Term". A dropdown menu labeled "Select a Term:" is set to "2010/2011 Term I". A "Submit" button is located below the dropdown. At the bottom left, the text "RELEASE: 6.1" is displayed.

- **Courses you wrote exams for in the selected Term appear in the Screen Below**

**UWI School of Business and Applied Studies Limited**  
**ROYTEC**  
 Online Student Administration System

Personal Information **Student**

Search

**Section Grade Detail**

---

*Student Information*  
**Degree:** Associate in Science  
**Major:** Management  
**Level:** Associate Degree

Select the CRN Link to Access Course Grade Details

*Course Work*

CRN	Subject	Course	Section	Title	Campus	Credits	Level
10013	ENGL	0101	012	English Usage	North Campus	3.000	Associate Degree
10027	INFO	0101	001	Introduction to Info Systems	North Campus	3.000	Associate Degree
10136	MATH	0101	001	Finite Mathematics	North Campus	3.000	Associate Degree
10047	MGMT	0101	008	Fundamentals of Business Organ	North Campus	3.000	Associate Degree

Select Another Term

- **By Selecting a Course you reveal your individual marks and grade for each course component including the Final Percentage and Grade**

**Component Grade Detail**

---

*Course Attributes*

CRN: 10013  
 Subject: ENGL  
 Course: 0101  
 Section: 012  
 Title: English Usage  
 Credits: 3.000  
 Level: Associate Degree  
 Midterm Percent:  
 Midterm Grade:  
 Final Percent:  
 Final Grade:

**Final Percent and Final Grade**

**Component Percent and Grade**

*Components*

Title	Score/Out Of	Percentage	Letter Grade	Must Pass	Weight	Include In Midterm or Final	Subcomponents
ATTENDANCE - Attendance & Participation	9/10	90		N	10	Final	None
COURSEWORK - Coursework	34/40	85		N	40	Final	None
EXAMS - Final Examinations	29/50	58		N	50	Final	None

[Return to Previous](#)  
[Select Another CRN](#)

- **You can view the Final Grades for All Courses taken in a specified Term by accessing Final Grades from the Student Records Menu**

UWI School of Business and Applied Studies Limited  
**ROYTEC**  
Online Student Administration System



Personal Information **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HEL](#)

### Student Records

---

**FINAL GRADES**



- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic Transcript](#)
- [Request Printed Transcript](#)
- [View Status of Transcript Requests](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Request Enrollment Verification](#)
- [View Status of Enrollment Verification Requests](#)
- [Apply to Graduate](#)
- [View Application To Graduate](#)

---

RELEASE: 8.3

- **After Clicking on Final Grades, Select a Term to view Final Grades for all Courses**

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP

Final Grades 20100020 JUNIOR C  
Dec 14, 2010 12

Select a Term: 2010/2011 Term 1

Submit

[ View Holds ]

RELEASE: 8.1

- **The Final Grades Page is shown below and contains all Final Grades for All courses in a specified Term.**

## Final Grades

---

*Student Information*

**Current Program**  
Associate in Science

**Level:** Associate Degree

**Program:** Associate Degree in Management

**Admit Term:** 2010/2011 Term I

**Catalog Term:** 2010/2011 Term I

**College:** Roytec

**Campus:** North Campus

**Major and Department:** Management, Management

**Academic Standing:**

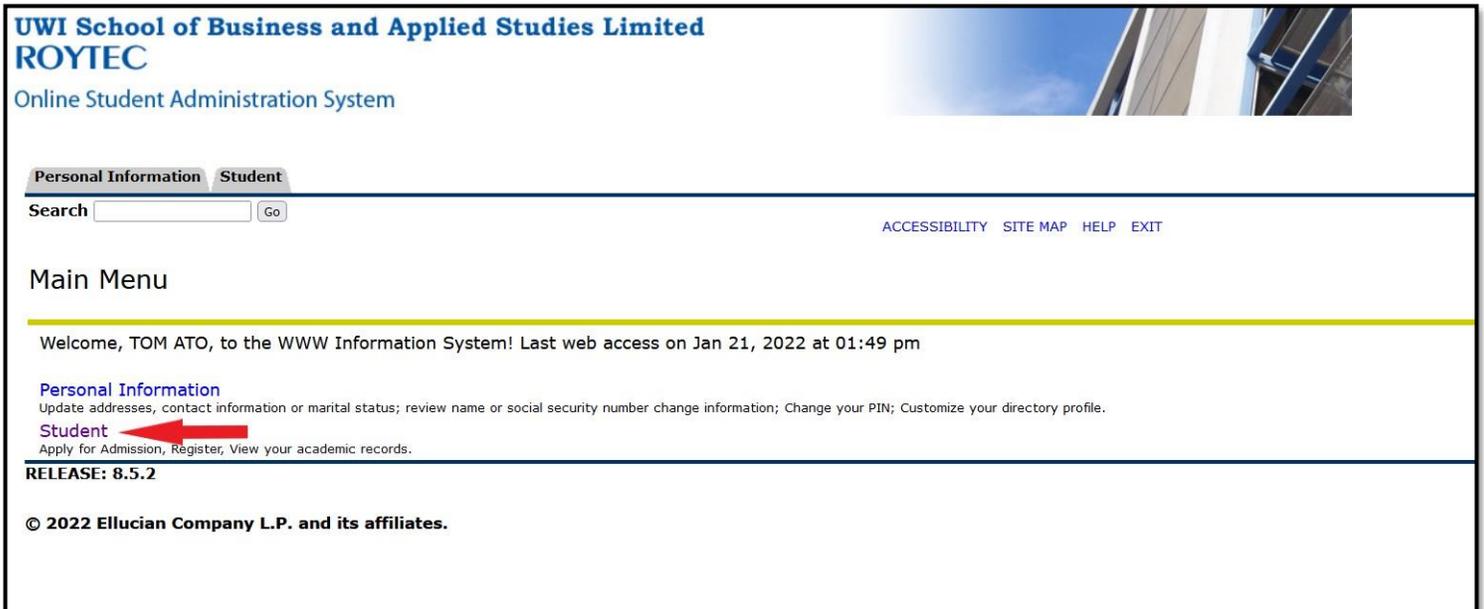
**FINAL GRADES FOR ALL COURSES APPEAR HERE**

*Associate Degree Course work*

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
10013	ENGL	0101	012	English Usage	North Campus		3.000	3.000	3.000	8.10
10027	INFO	0101	001	Introduction to Info Systems	North Campus		3.000	3.000	3.000	8.10
10047	MGMT	0101	008	Fundamentals of Business Organ	North Campus		3.000	3.000	3.000	6.00

## EXPORT YOUR UNOFFICIAL ACADEMIC TRANSCRIPT

- **STEP 1**  
Select the “Student” option from the Homepage of Banner



UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, TOM ATO, to the WWW Information System! Last web access on Jan 21, 2022 at 01:49 pm

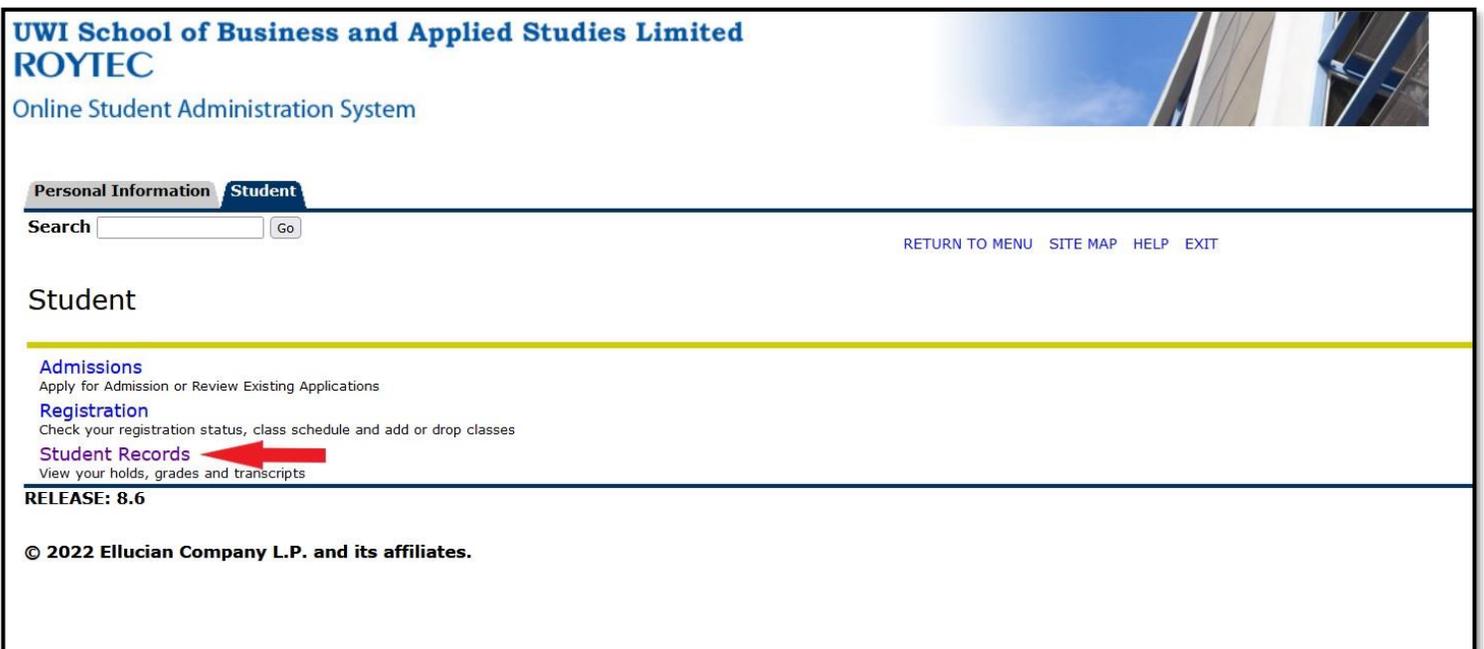
[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student** ←  
Apply for Admission, Register, View your academic records.

RELEASE: 8.5.2

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- **STEP 2**  
Select the “Student Records” menu option



UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Student

[Admissions](#)  
Apply for Admission or Review Existing Applications

[Registration](#)  
Check your registration status, class schedule and add or drop classes

**Student Records** ←  
View your holds, grades and transcripts

RELEASE: 8.6

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- **STEP 3**

Select the “Academic Transcript” menu option

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student Records

- View Holds
- Midterm Grades
- Final Grades
- Grade Detail
- Academic Transcript** ←
- Degree Evaluation
- Course Catalog
- View Student Information
- Class Schedule
- Request Enrollment Verification
- View Status of Enrollment Verification Requests

RELEASE: 8.6

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- **STEP 4**

Select the options shown below, and click “Submit”

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: All Levels ✓

Transcript Type: Web Transcript ✓

Submit ←

[ View Holds ]

RELEASE: 8.4.1

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- **STEP 5**  
**You will be taken to the Academic Transcript page.**

**UWI School of Business and Applied Studies Limited**  
**ROYTEC**  
 Online Student Administration System

Personal Information **Student**

Search   RETURN TO MENU SITE MAP HELP EXIT

### Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#)

**Transcript Data**

**STUDENT INFORMATION**

**Birth Date:** Nov 21, 1984  
**Student Type:** Returning

**Curriculum Information**

**Current Program**  
 Master of Science  
**Campus:** Main  
**Major and Department:** Business Psychology, Psych, Sociology and Politics

- **To save a copy of this transcript, press and hold CTRL + P on your keyboard. A print dialog box will appear. Select the options seen below, and click “Save” to save to your device.**

Academic Transcript 12345678 TOM ATO  
Feb 07, 2022 11:57 am

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#)

**Transcript Data**

**STUDENT INFORMATION**

**Birth Date:** Nov 21, 1984  
**Student Type:** Returning

**Curriculum Information**

**Current Program**  
 Master of Science  
**Campus:** Main  
**Major and Department:** Business Psychology, Psych, Sociology and Politics

\*\*\*This is NOT an Official Transcript\*\*\*

RELEASE: 8.4.1

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1 of 1

**Print** 1 sheet of paper

Destination  ✓

Orientation  ✓

Pages  ✓

Color mode

Fewer settings

Paper size

Scale  
 Fit to page width ✓  
 Scale

Pages per sheet

Margins