

The George Washington University

Division for Student Affairs

Banner Tutorial

The [Banner administrative system](#) is a fully integrated software solution used by the university to manage its business operations. Banner supports and manages student records, including registration and financial aid, as well as GW's payroll and human resources data.

In order to access Banner, you must be on the GW network (on campus) or use the [GW VPN](#) (off campus).



Banner
Maintenance

Welcome to Banner



Banner
Training

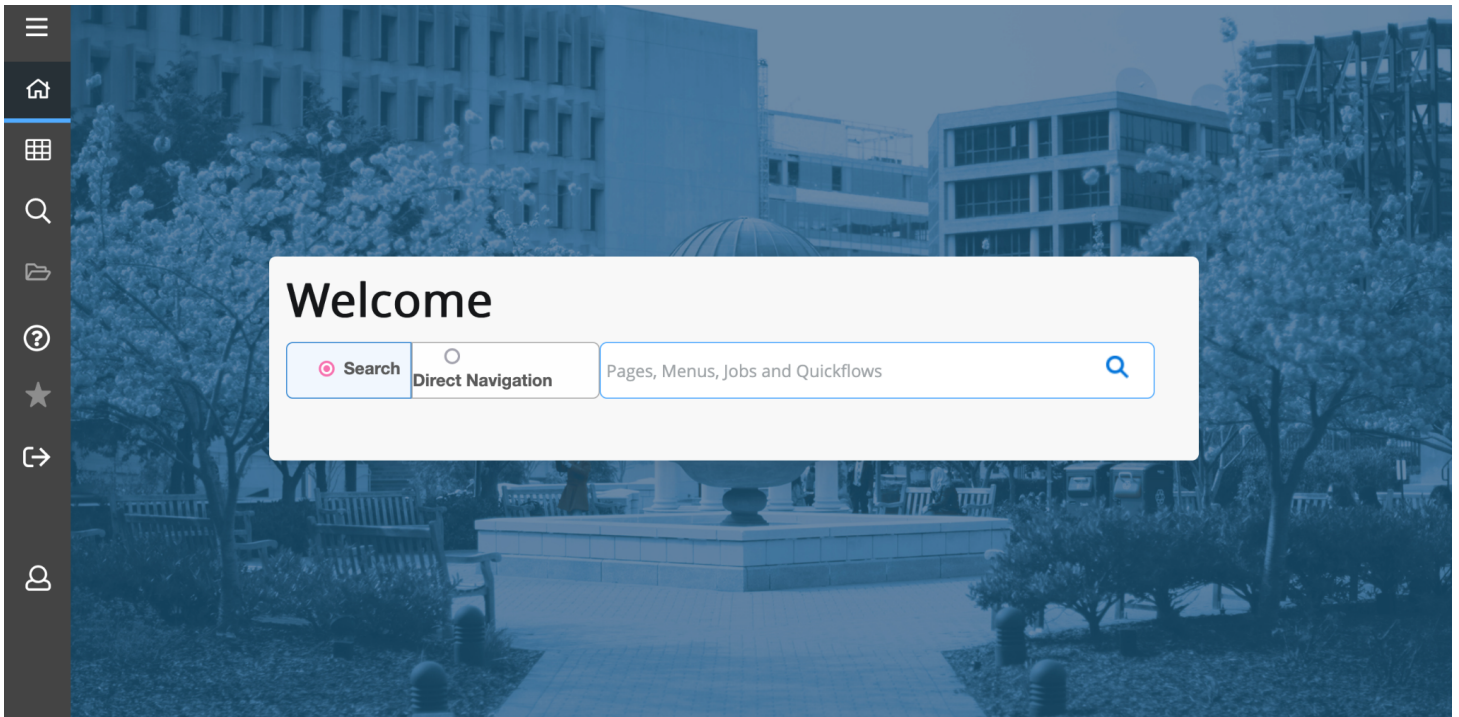
Banner Production	Description
Banner PROD Access URL Banner Self-Service PROD	Banner is the enterprise system at GW which maintains financial aid, human resources, payroll, student, and student accounts data. The Banner PROD Access URL provides access to the Banner Administrative pages used for administrative functions by staff and faculty. The Banner Self Service PROD URL provides access to Banner's self-service products, also known as GWeb Information System. Some of the services provided by the GWeb Information System are class registration and the viewing of accounts, transcripts, and holds (students); final grade entry and viewing of class lists (faculty); and viewing pay stubs and deductions (employees). You can also access the GWeb Information System from the myGW portal.
Banner PRDP	Description
Banner PRDP Access URL Banner Self-Service PRDP	Prod Prime (PRDP) database is refreshed from the PROD database daily. You may use it to run reports, but it cannot be used to change data as this database is set to be Read Only.
Banner PRDQ	Description
Banner PRDQ Access URL	Quality Control (PRDQ) database is refreshed from the PROD database daily. You may use it to test functionality in Banner

Screenshot 1: Banner Home Page

Click on "**Banner PROD Access URL**".

Login to Banner with GW UserID and Password.

Welcome to the Banner Welcome Screen!



Screenshot 2: Banner Welcome Screen

FINDING A STUDENT'S GWID

In "Search (Pages, Menus, Jobs and Quickflows)" Box, Type **SOAIDEN** and hit Return.

SOAIDEN = Search for Gwid by Name.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name

Screenshot 3: SOAIDEN Search Screen

- Type in as much of the last name as you know.
- Type "%" (% = Wild Card).
- Tab over to the third box, "First Name".
- Type in as much of the first name as you know.
- Type "%" (% = Wild Card).

Hit “Go” or “F8” to run the Query.

PERSON SEARCH

Basic Filter Advanced Filter

ID Last Name First Name M

Change Indicator Add Another Field ...

Screenshot 4: Searching on SOAIDEN for Gwid with the wild card %.

PERSON SEARCH Settings Insert Delete Copy Filter

Active filters: Last Name : Jon% First Name : Jam% Clear All Filter Again

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name
G15357061	Jonas	James	E.	03/16/1965		Mr.		
G30879970	Jones	Jamaal	Malcolm	09/01/1994		Mr.		
G31836128	Jones	Jamaika	Nicole	11/03/1995				
G10029278	Jones	Jamal	Dexter	08/26/1984		Mr.		
G38396427	Jones	Jamal	Dominique	09/24/1987				
G37134890	Jones	Jamal	LeVar	07/24/1989		Mr.		
G45784673	Jones	Jamal	M.	03/08/1980		Mr.		
G38574787	Jones	Jamal		07/21/1991				
G16823192	Jones	Jamar	Jerome	08/14/1984		Mr.		
G41100173	Jones	Jamelaa		12/16/1988				
G11445271	Jones	James	A					
G13060474	Jones	James	A	12/31/1981	NAME CHANGE	Mr.	V	
980003916	Jones	James	A.	01/21/1950	ID CHANGE			
G13060474	Jones	James	A.	12/31/1981	NAME CHANGE	Mr.	V	
G14209791	Jones	James	A.	01/21/1950				
@00113482	Jones	James	Absalom		ID CHANGE	Mr.		
G10186187	Jones	James	Absalom			Mr.		
G13060474	Jones	James	Addison	12/31/1981		Mr.	V	
G18009462	Jones	James	Alan	12/14/1948		Mr.		
@00052193	Jones	James	Allen		ID CHANGE	Mr.		

1 of 7 20 Per Page Record 1 of 12

Case Insensitive Query Case Sensitive Query

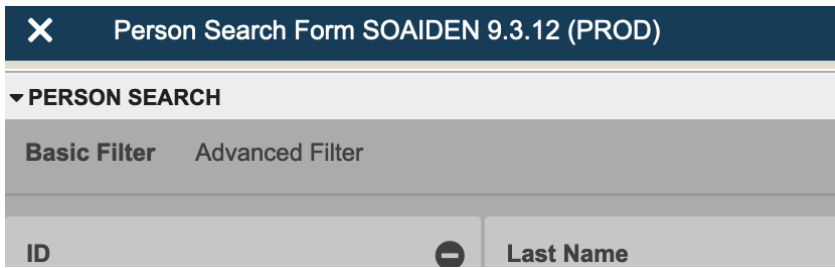
Screenshot 5: SOAIDEN search results.

Adjust to “50 Per Page” and/or use **Right Arrow** to see more results.

“Change Indicator” Column:

Blank for an Active Student Record; “I” or “ID CHANGE” = Inactive Record (Do Not Use).

Click on Name or Gwid to select the desired student. Copy the Gwid.



Screenshot 6: Closing Banner Screens.

Click on “X” twice to exit **SOAIDEN** and return to the **Banner Welcome Screen**.

QUICKFLOWS:

QuickFlows provide easy access to key Banner screens with only one command from the Banner Welcome Screen. Banner will cycle through each relevant screen before finally returning to the Banner Welcome Screen.

QUICKFLOW: SJS

(SJS = “Student Judicial Services”, a previous name of Student Rights & Responsibilities)

From the **Banner Welcome Screen**, in the “**Search (Pages, Menus, Jobs and Quickflows)**” Box, type **SJS** and hit return.

Banner will now display each screen in turn. Closing each with “X” will bring up the next screen.

SJS QuickFlow Screens:

SPAIDEN – Identification, Address, Telephone Number, E-mail

SFAREGQ – Schedule of Classes by Semester

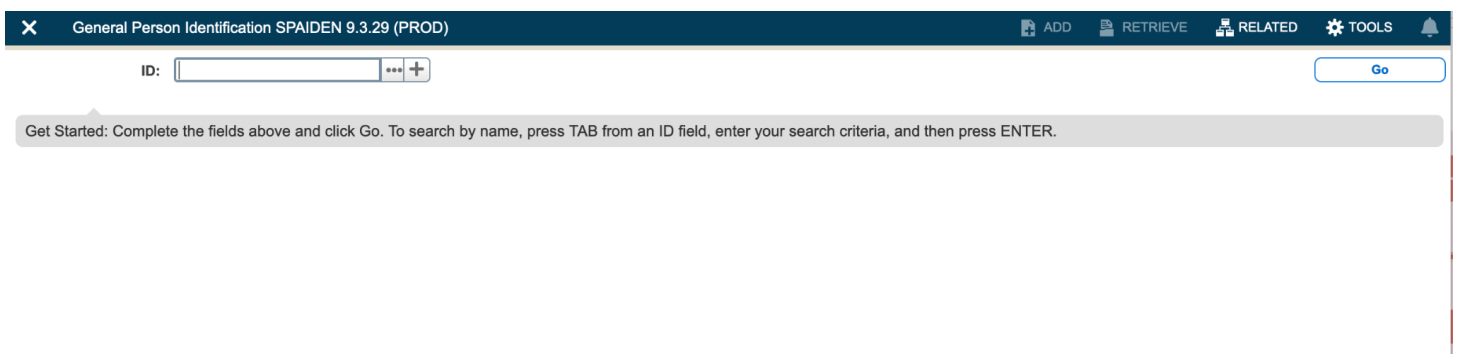
SGASTDN – Academic Information, College, Major

SPAPERS – Biographical Information (Gender, Age, Citizenship, Marital Status, Ethnicity)

SHATERM – GPA Information (including GPA by Semester and Cumulative GPA Information)

SOAFOLK – Parent/Guardian Information (Address, Telephone Number, Employer)

SPAIDEN – Identification, Address, Telephone Number, E-mail



Screenshot 7: Initial **SPAIDEN** screen.

If you've already selected a student through **SOAIDEN**, you do not need to enter a GWid again. If it does not populate and if you copied the GWid, you can also paste it on each screen. Otherwise, you will need to enter it again in "ID:" and hit "Go" or Enter.

The screenshot shows the SPAIDEN system interface. At the top, there is a navigation bar with a close button (X), the title "General Person Identification SPAIDEN 9.3.29 (PROD)", and icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the navigation bar, the current record is identified as "ID: G" and "Jones, James M.", with a "Start Over" button. The main content area is divided into several sections: "Current Identification" (selected), "Alternate Identification", "Address", "Telephone", "E-mail", "Emergency Contact", and "Additional Identification". The "IDENTIFICATION" section contains fields for ID (G) and Name Type. The "PERSON" section contains fields for Last Name (Jones), First Name (James), Middle Name (Michael), Prefix (Mr.), Suffix, Preferred First Name (Jay), and Full Legal Name. The "NON-PERSON" section contains a Name field. The "ID AND NAME SOURCE" section contains a Last Update section with an Origin field (GWid) and an Original Creation section with User and Create Date fields.

Screenshot 8: Populated **SPAIDEN** screen. (GWid Blurred.)

Click on "Address", "Telephone", "E-mail", or "Emergency Contact" Tabs for more information about the student.

Click on "X" twice to exit **SPAIDEN** and to move on to the next QuickFlow screen: **SFAREGQ**.

SFAREGQ – Schedule of Classes (including all Add/Drop information)

The screenshot shows the SFAREGQ system interface. At the top, there is a navigation bar with a close button (X), the title "Registration Query Form SFAREGQ 9.3.21 (PROD) QuickFlow: SJS: 2 of 6", and icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the navigation bar, there are search criteria fields: "Term:" (blank), "Registration From:" (blank), "Registration To Date:" (blank), and "ID:" (G). The "ID:" field is prepopulated with "Jones, James M.". There is a "Go" button to the right of the "Registration From:" field. At the bottom, there is a grey instruction bar that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

Screenshot 9: Initial **SFAREGQ** Screen.

GWid should be prepopulated. Enter a "Term:". Leave "Registration To:" and "Registration From" blank.

Term = Four Digit Year + Two Digit Semester Code:

01 – Spring Semester

02 – Summer Semester

03 – Fall Semester

Example: 202301 = Fall 2023 Semester.

GWid should still be populated. If not, enter it in the “**ID:**” box.

Click “**Go**”.

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time
202303	47656	ENGL	6530	10	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1610

Total Credit Hours: 3.000
Total CEU Hours: 0.000

Screenshot 10: Populated SFAREGQ Screen.

Registration Status Codes:

RA – Alumni Auditor

RE – Registered Manually

RR – Re-registered

RW – Web registered

WC – Withdrawal with Financial Penalty

WD – Withdrawal with Full Refund

CN – Canceled Course

DC – Dropped Course with Financial Penalty

DD – Drop/Delete

DF – Drop-Full Refund

DW – Web-drop

AW – Administrative Withdrawal

Scroll through the blue highlighted line to see more information.

Registration Query Form SFAREGQ 9.3.21 (PROD)														ADD	RETRIEVE	RELATED	TOOLS		
Term: 202303 Registration From Date: Registration To Date: ID: G Jones, James M.														Start Over					
REGISTRATION QUERY														Settings	Insert	Delete	Copy	Filter	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Campus	Start Date	Instructional Method	Grading Mode	Build					
1 of 1														10 Per Page				Record 1 of 1	
Co-op Education														Total CEU Hours		0.000			
Total Credit Hours		3.000																	

Screenshot 11: Scrolling through SFAREGQ.

Registration Query Form SFAREGQ 9.3.21 (PROD)														ADD	RETRIEVE	RELATED	TOOLS		
Term: 202303 Registration From Date: Registration To Date: ID: G Jones, James M.														Start Over					
REGISTRATION QUERY														Settings	Insert	Delete	Copy	Filter	
In Time	End Time	Part of Term	Campus	Start Date	Instructional Method	Grading Mode	Building	End Date	Credit Hours	Room	Instructor	Primary							
0	1800	2	1	08/24/2023		C	ROME	12/11/2023	3.000	B103	Joubin, Alexa A.	<input checked="" type="checkbox"/>							
1 of 1														10 Per Page				Record 1 of 1	
Co-op Education														Total CEU Hours		0.000			
Total Credit Hours		3.000																	

Screenshot 12: Additional Information in SFAREGQ.

You can also adjust column widths, drag-and-drop to rearrange columns in order to screenshot useful information all in one screen.

Registration Query Form SFAREGQ 9.3.21 (PROD)																		ADD	RETRIEVE	RELATED	TOOLS		
Term: 202303 Registration From Date: Registration To Date: ID: G Jones, James M.																		Start Over					
REGISTRATION QUERY																		Settings	Insert	Delete	Copy	Filter	
CRN	Subject	Course	Section	Regist... Status	Credit Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Building	Room	Instructor						
47656	ENGL	6530	10	RW	3.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1610	1800	ROME	B103	Joubin, Alexa A.						
1 of 1																		10 Per Page				Record 1 of 1	
Co-op Education																		Total CEU Hours		0.000			
Total Credit Hours		3.000																					

Screenshot 13: Rearranged SFAREGQ.

Click on "X" to exit SFAREGQ and to move on to the next QuickFlow screen: SGASTDN.

SGASTDN – Academic Information, College, Major

General Student Form SGASTDN 9.3.26 (PROD) QuickFlow: SJS: 3 of 6

ADD RETRIEVE RELATED TOOLS

ID: G Jones, James M. Student Summary Go

Term: 202303 View Current/Active: Curricula

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Screenshot 14: Initial SGASTDN Screen.

Clear "Term:" box and Click "Go" or Hit Enter.

General Student Form SGASTDN 9.3.26 (PROD) QuickFlow: SJS: 3 of 6

ADD RETRIEVE RELATED TOOLS

ID: G Jones, James M. Term: View Current/Active Curricula: Start Over

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER Settings Insert Delete Copy Filter

From Term 202301 To Term 999999

New Term 202301 Spring 2023 Residence Y US Citizen/Perm Res/Refugee Student Centric Cycle

Student Status AS Active student Fee Assessment Rate Full or Part Time Full Time Part Time None

Student Type C Continuing Student Class 05 Graduate

Additional Information Site Block Citizenship Y Citizen (DO NOT USE)

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CURRICULA SUMMARY - PRIMARY Settings Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	202203		202103	Graduate	Main Campus	Columbian Coll of Ar...	Master of Arts			Internal Transfer

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FIELD OF STUDY SUMMARY Settings Insert Delete Copy Filter

Attached to Major Details

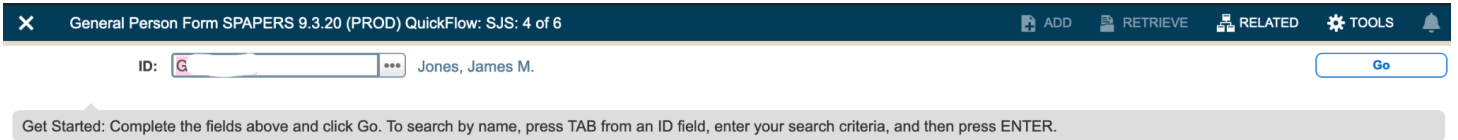
Priority	Term	Type	Field of Study	Department	Attached to Major
1	202203	Major	English		

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Screenshot 15: Populated SGASTDN Screen.

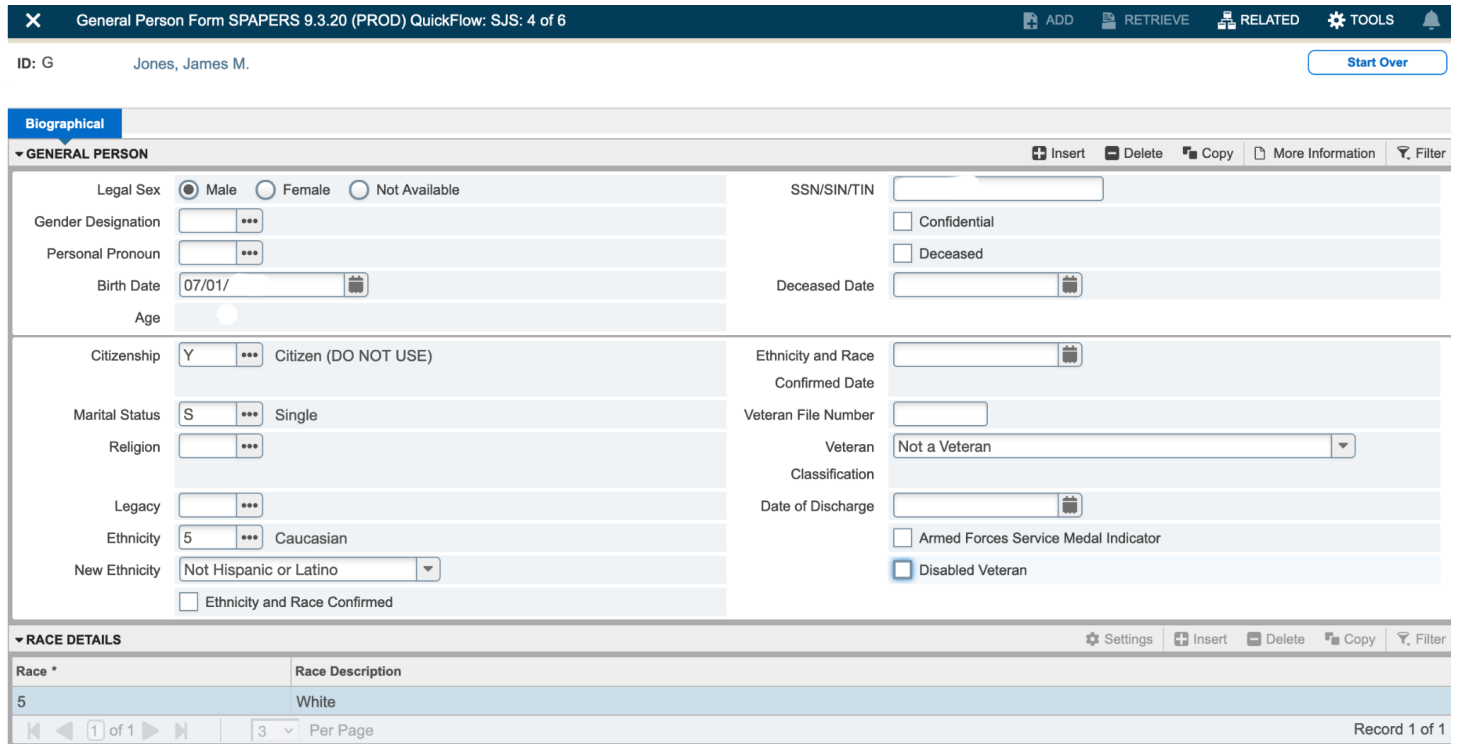
Click on "X" to exit SGASTDN and to move on to the next QuickFlow screen: SPAPERS.

SPAPERS – Biographical Information (Gender, Age, Citizenship, Marital Status, Ethnicity)



Screenshot 16: Initial SPAPERS Screen.

Click “Go” or Hit Enter.

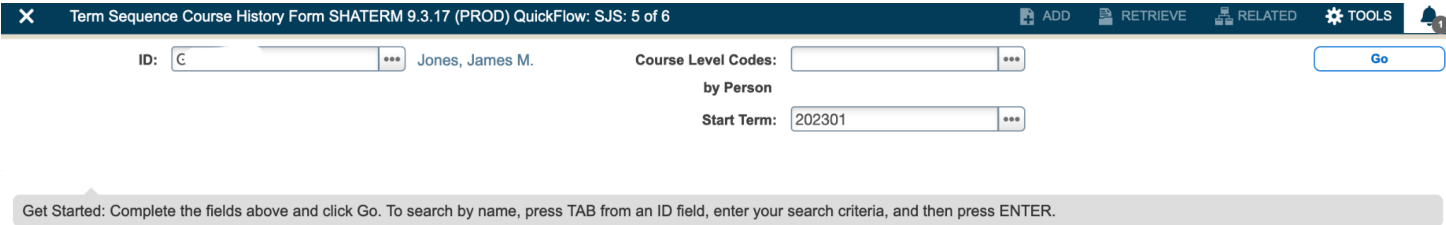


Screenshot 17: Populated SPAPERS Screen.

Note: Not all DSA staff have access to view Social Security Numbers (SSN).

Click on “X” to exit SPAPERS and to move on to the next QuickFlow screen: SHATERM.

SHATERM – GPA Information (including GPA by Semester and Cumulative GPA Information)



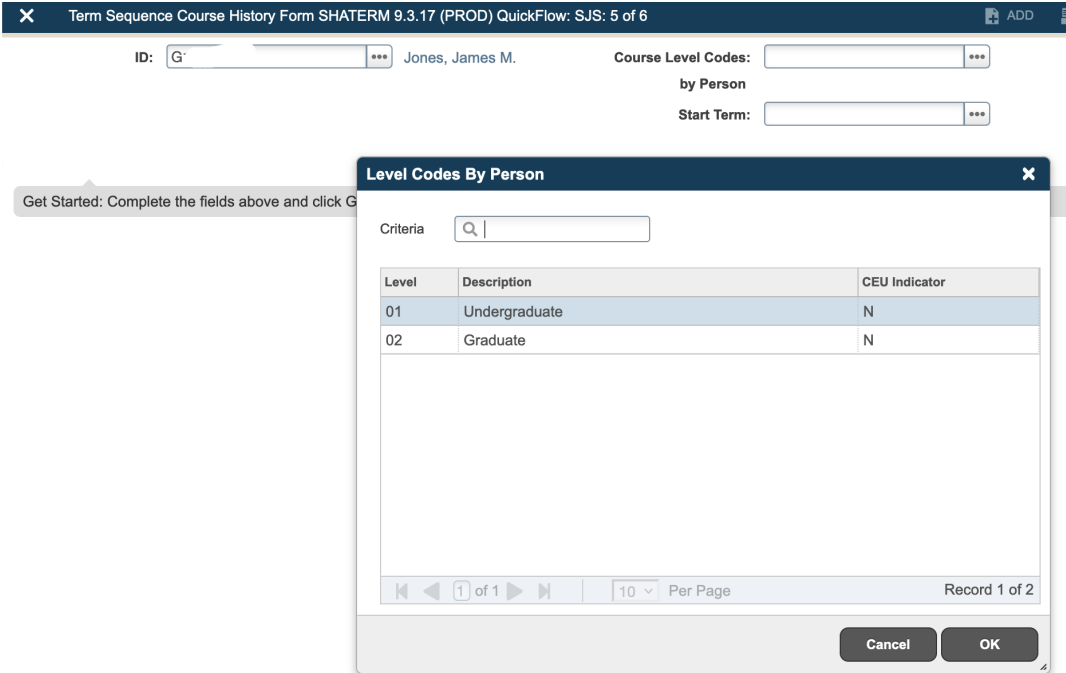
Screenshot 18: Initial SHATERM Screen.

If "Start Term:" is populated, clear it. We want to view a student’s entire academic record.

Enter "Course Level Codes by Person:".

- Course Levels:**
- 01 – Undergraduate
 - 02 – Graduate
 - 04 – Law
 - 05 – Medical School

If you do not know a student’s academic level (undergraduate, graduate, law or medical), Double Click the "Course Level Codes by Person:" Box to pull up options:



Screenshot 19: Level Codes By Person.

If a student has been at GW for multiple degrees, you'll see multiple options. If this is their first GW degree, only one option will populate. Select desired **Level** and Double Click or Click "OK".

Again, leave "Start Term:" blank. Click "Go".

Term Sequence Course History Form SHATERM 9.3.17 (PROD) QuickFlow: SJS: 5 of 6

ID: G: Jones, James M. Course Level Codes by Person: 01 Start Term: Start Over

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

▼ CURRENT STANDING Insert Delete Copy Filter

First Term Attended	199603	Progress Evaluation	**	No Progress Evaluation
Last Term Attended	202201	Progress Evaluation Override		
Academic Standing	00 Good Standing	Combined Academic Standing Override		
Academic Standing Override		Combined Academic Standing	**	No Combined Academic Standing

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	117.000	114.000	114.000	113.000		
Transfer	0.000	0.000	6.000	0.000	0.00	0.00
Overall	117.000	114.000	120.000	113.000		

Screenshot 20: Populated SHATERM Screen.

Overall GPA is the student's current **Cumulative GPA**, including any external courses. **Overall Earned Hours** determines a student's class year. (In this screenshot, GPA and Quality Points have been redacted.)

Academic Standing isn't always accurate. It's best to confirm with the school/college advising office.

Click on "Term GPA and Course Detail Information" tab for a semester by semester walkthrough of a student's academic progress at GW.

Term Sequence Course History Form SHATERM 9.3.17 (PROD) QuickFlow: SJS: 5 of 6

ID: G Jones, James M. Course Level Codes by Person: 01 Start Term: [Start Over](#)

Current Standing **Term GPA and Course Detail Information** Student Centric GPA and Course Information

▼ TERM GPA Settings Insert Delete Copy Filter

Term **199603**

Transfer Number Attendance Period

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institutional	13.000	13.000	13.000	12.000		
Cumulative	13.000	13.000	19.000	12.000		

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▼ INSTITUTIONAL COURSES Settings Insert Delete Copy Filter

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
CSAS	001	Freshman Advising Workshop		C	1.000			1
ENGL	071	Intro to American Literature		C	3.000			1
STAT	051	Intro-Business & Economic Stat		C	3.000			1
PSC	002	Intro-American Politics & Govt		C	3.000			1
ECON	011	Principles of Economics		C	3.000			1

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Screenshot 21: **SHATERM** Term GPA and Course Detail Information Screen.

SHATERM will display each semester sequentially, starting with the first semester a student was enrolled at GW. (In this screenshot, Quality Points, GPA and Grades have been redacted, and Course codes follow the previous numbering system.)

Click the “**Blue Arrow**” to advance to the next semester.

Institutional and Cumulative GPA will change for each semester as you move through sequentially.

Click on “**X**” to exit **SHATERM** and to move on to the next QuickFlow screen: **SOAFOLK**.

SOAFOLK – Parent/Guardian Information (Address, Telephone Number, Employer)

Guardian Information Form SOAFOLK 9.3.11 (PROD) QuickFlow: SJS: 6 of 6

ID: Jones, James M. [Go](#)

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Screenshot 22: Initial **SOAFOLK** screen.

Click “**Go**” or Hit **Enter** to populate.

Guardian Information Form SOAFOLK 9.3.11 (PROD) QuickFlow: SJS: 6 of 6

ID: G Jones, James M. Start Over

GUARDIAN INFORMATION Settings Insert Delete Copy More Information Filter

Prefix	Mrs.	To Date	
Last Name *	Kelly	Sequence Number	
First Name *	Anna	Source	
Middle Name	K	Street Line 1	
Suffix		Street Line 2	
<input type="checkbox"/> Deceased		Street Line 3	
Relationship *	C *** Mother	City	
Degree		State or Province	
Address Type	P1 *** Parent	Zip or Postal Code	
(ADDRESS TYPE DOES NOT EXIST FOR THIS PERSON)		County	
Employer		Nation	
Title			
From Date			

Telephone

Telephone Type		Phone Number	
		Phone EXT	
Phone Area		<input type="checkbox"/> More Phone Numbers Exist	

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Screenshot 23: Populated **SOAFOLK** Screen.

This example has information redacted. If there were additional parents/family members, the **Arrows** at the bottom of the screen would be **Blue** and you would be able to advance to the next record.

Click on “X” to exit **SOAFOLK** and the SJS QuickFlow.

Additional Banner Screens:

SOAHOLD - Hold Information:

Hold Information Form SOAHOLD 9.3.30 (PROD) ADD RETRIEVE RELATED TOOLS

ID: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Screenshot 24: Initial **SOAHOLD** Screen.

If “ID:” isn’t populated, or is populated incorrectly, click on “...” to bring up **SOAIDEN** (see **SOAIDEN** instructions.)

Click “Go” or Hit **Enter** to populate.

Hold Information Form SOAHOLD 9.3.30 (PROD)									
ID: G Start Over									
▼ HOLD DETAILS Settings Insert Delete Copy Filter									
Hold Sequence	Hold Type *	Hold Type Description	Reason	Amount	From *	To *	Origination Code	Origination Code Description	
979657	SJ	SRR 202-994-6757	Student Rights		05/12/2021	12/31/2099			
931653	24	Student Accounts Hold 994-7350	CLEARED	26,226.00	02/15/2021	02/19/2021	SAS	Student Accounts Services	
933676	24	Student Accounts Hold 994-7350	CLEARED	26,226.00	02/12/2021	02/14/2021	SAS	Student Accounts Services	
928413	24	Student Accounts Hold 994-7350	CLEARED	26,226.00	02/05/2021	02/07/2021	SAS	Student Accounts Services	
921899	24	Student Accounts Hold 994-7350	CLEARED	26,226.00	01/29/2021	01/31/2021	SAS	Student Accounts Services	
896046	RC	SAO Returned Check 994-7350	R03 - No bank account/unable t	25,742.00	08/28/2020	09/08/2020	SAS	Student Accounts Services	
863607	96	DiversityEquityIncMod:994-7297	Did not complete online module		05/16/2019	05/21/2019			
854620	25	Student Health:994-5300 ext 3	Non Compliant Immunization		03/08/2019	04/18/2019			
814989	25	Student Health:994-5300 ext 3	Non Compliant Immunization		10/01/2018	10/23/2018			
799271	80	New First Year Reg Hold	Incoming FR Registration Hold		04/20/2018	06/11/2018	ADMS	Undergrad Adm Office	
804736	80	New First Year Reg Hold	Incoming FR Registration Hold		04/11/2018	06/11/2018	ADMS	Undergrad Adm Office	

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Screenshot 25: Populated **SOAHOLD** Screen.

Active Holds are valid through **12/31/2099** (End of Time). In the example above, Student Rights and Responsibilities (SRR) has the only Active Hold. (GWID and Name have been redacted.)

All Holds should have department information and contact phone number.

Banner Cheat Sheet

Course Level Codes

01 - Undergraduate

02 - Graduate

04 - Law

05 - Medical Student

00 - Non Degree

Banner Screen Names

SOAIDEN - Name search if you don't have a GWID

SPAIDEN - Student contact information/ Emergency contact

SHATERM - Student GPA, Grades, # of Credits, Overall and By Semester, Academic Standing

SFAREGQ - Class Schedule for Student (make sure you enter Term Code)

SGASTDN - Course of study, school, major/program

SHACRSE - Full list of classes & grades

SOAHOLD - List of holds a student has, if any

SHADGMQ - Graduation Outcomes

- AW = Awarded
- AC = Applied for Clearance
- AA = Applied Attending
- NC = Not cleared
- LC = Late application for clearance

SOAFOLK - Parent Information

SPACMNT - FERPA Waiver

Undergraduate Student Admit Years for AY 23-24

- 202303 First Year - Fall 2023
- 202203 Sophomore - Fall 2022
- 202103 Junior - Fall 2021
- 202003 Senior - Fall 2020

Term Codes

- 01 - Spring
- 02 - Summer
- 03 - Fall
- Use term codes with the year in front, ex:
202303 means Fall 2023 when looking up info by semester

College Codes

- 3 - SEAS
- 8 - CCAS
- 10 - SMHS
- 13 - University Studies
- 22 - GSEHD
- 25 - ESIA
- 26 - GWSB
- 43 - GWSPH
- 85 - Nursing
- 90 - Law
- 91 - CPS

Campus Codes

- 1 - Foggy Bottom
- 2 - VA Campus
- 3 - Off Campus