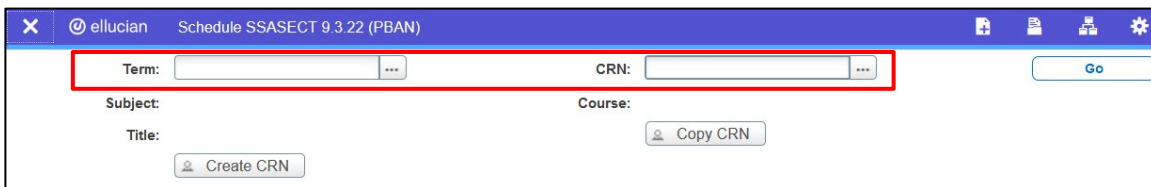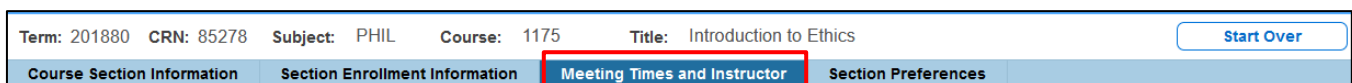# How to add an Instructor of Record when a Non-Credentialed Graduate Assistant is teaching a course

The following tutorial demonstrates how to add an Instructor of Record to a course that is being taught by a non-credentialed graduate teaching assistant(GTA), where the graduate teaching assistant is listed as the primary instructor in SSASECT. For SACS Accreditation purposes, all courses must have a credentialed faculty member or credentialed GTA listed as the Instructor of Record.   An Instructor of Record must be added to all courses taught by non-credentialed graduate teaching assistants effective Fall 2011. If the faculty or credentialed GTA are listed on SSASECT as the primary instructor, you DO NOT need to enter an Instructor of Record in SZASIOR.

1. Log in to Banner 9 Admin Pages.

2. At the Banner 9 Admin Pages home screen type SSASECT.

3. Enter the following information in the search screen:
    a. Term code
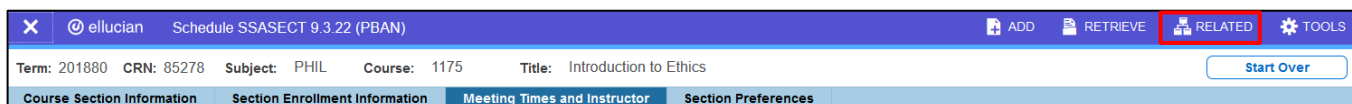   b. Course CRN number OR use the CRN look up button [...] to search for the course.

4. Click the Go button.

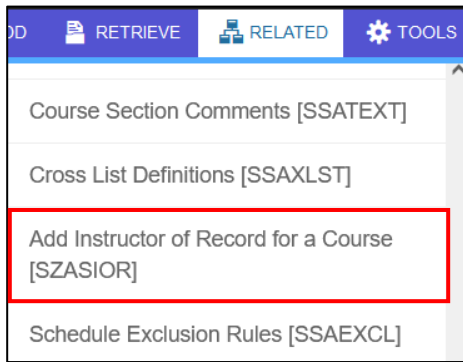5. Click the Meeting Times and Instructor tab.

6. Click the next section button [⤒] [⤓] in the bottom left corner of the screen to move to the instructor section.
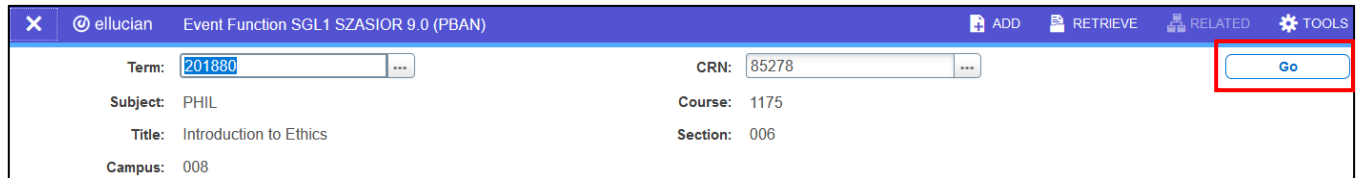
7. If the primary instructor listed is a non-credentialed graduate teaching assistant, click the RELATED button at the top right of the page.
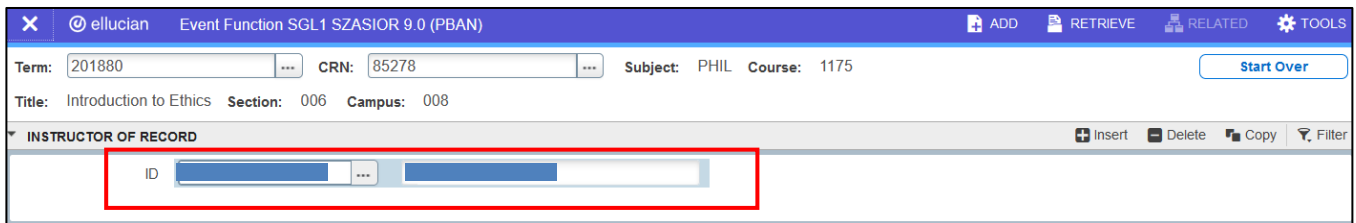
8. From the RELATED menu, select Add Instructor of Record for a Course (SZASIOR).


9. Click the Go button to access the Add Instructor of Record page.

10. Delete the Banner ID for the non-credentialed graduate teaching assistant and replace with the Banner ID of the credentialed faculty member who will be the Instructor of Record for the course.

11. Click the Save button SAVE in the bottom right corner of the screen to save the record.