

How to add student attributes

- 1. Log in to Banner 9 Admin Pages.
- 2. At the Banner 9 Admin Pages home screen type Additional Student Information or SGASADD.
- 3. Enter the following information in the search screen
 - The Current Term Code or Admitted Term code if student is not admitted in Current Term.
 - Banner ID

×	Additio	onal Student Inform	ation SGASADD 9.3.9 (BTST)		+	<u> </u>	4	*
		ID:		Term:			Go	

- 4. Click the Go button to find the record.
- 5. Click the Next section button in the bottom left hand corner of the screen to move to the Student Attribute section.

ADDING AN ATTRIBUTE IF CURRENT TERM EQUALS FROM TERM

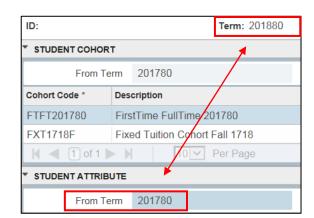
6. If the current term equals the from term

ID:	Term: 201880				
* STUDENT COHORT	1				
From Terr	n 201080				
Cohort Code *	Description				
FTFT201080	FirstTime FullTime 201080				
📕 ┥ 🗍 of 1 🕨	Per Page				
* STUDENT ATTRIBUTE					
From Terr	n 201880				

 Enter an attribute if none already exists or click the insert insert button on the Student Attribute section header to add additional attributes

ADDING AN ATTRIBUTE IF CURRENT TERM DOES NOT EQUAL FROM TERM

6. If the current term does not equal the from term



7. Click the Maintenance button

🔍 Mainter	nance				
* STUDENT ATTRIBUTE		🛨 Ins	ert 🗧 Delete	Copy	📍 Filter
From Term	201780	🚊 Maintenance	т	o Term 9	99999

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8. Click the Attribute Code look up button to search for the attribute code you would like to add.

* STUDENT ATTRIBUTE							
From Tern	201880						
Attribute Code *	Description						
071	Office of Conflict Resolution						
	Per Page						

9. Select the code from the popup window and click OK.

Code	Description	ACTIVITY DATE
010	Men's Basketball	02/26/2008
011	Men's Baseball	02/26/2008
012	Men's Football	02/26/2008
013	Men's Golf	02/26/2008
014	Men's Soccer	02/26/2008
015	Men's Swimming	02/26/2008
016	Men's Tennis	02/26/2008
017	Men's Track	02/26/2008
018	Men's Cross Country	02/26/2008
020	Women's Basketball	02/26/2008

10. Click the save button.



11. Click OK on the warning message.



12. A confirmation message will display confirming the record was updated successfully.

8. Click Copy Student Attribute from the popup window.

Option List	×
End Student Attribute	
Copy Student Attribute	
	Cancel

9. Click OK on the warning message.



10. Click the insert button on the Student Attribute section header.

* STUDENT ATTRIBUTE			🕂 Insert	- Delete	Copy	Ϋ Filter
From Term	201780	🚊 Maintena	nce	To T	ferm [8	999999

11. Click the Attribute Code look up button to search for the attribute code you would like to add.

Attribute Code *	Description		
071	Office of Conflict Resolution		
🖌 ◀ 1 of 1 🕨	Per Page		

12. Select the code from the popup window and click OK.

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	🔒 ADD	RETRIEVE	🛃 RELATED	🗱 TOOLS	1
View Current/Act	Savec	d successfully (2 ro	ws saved)		

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016	Men's Tennis	02/26/2008
017	Men's Track	02/26/2008
018	Men's Cross Country	02/26/2008
020	Women's Basketball	02/26/2008

13. Click the save button. SAVE

14. Click OK on the warning message.



15. A confirmation message will display confirming the record was updated successfully.

	🔒 ADD	RETRIEVE	RELATED	🇱 TOOLS	1			
View Current/Act Saved successfully (2 rows saved)								