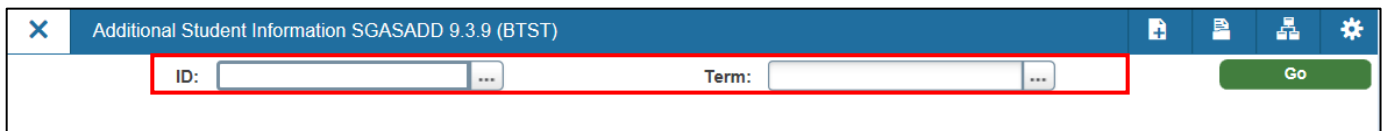



## How to add student attributes

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

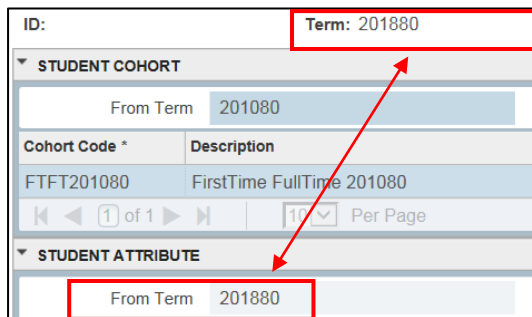


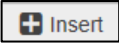
4. Click the Go button to find the record.
5. Click the Next section button  in the bottom left hand corner of the screen to move to the Student Attribute section.

### ADDING AN ATTRIBUTE IF CURRENT TERM EQUALS FROM TERM

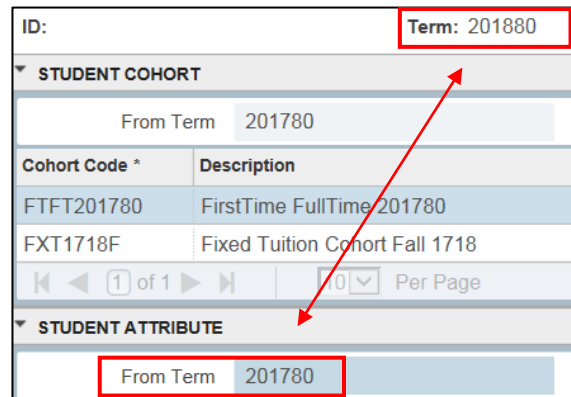
### ADDING AN ATTRIBUTE IF CURRENT TERM DOES NOT EQUAL FROM TERM

6. If the current term equals the from term

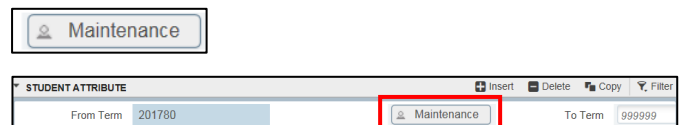


7. Enter an attribute if none already exists or click the insert  button on the Student Attribute section header to add additional attributes

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

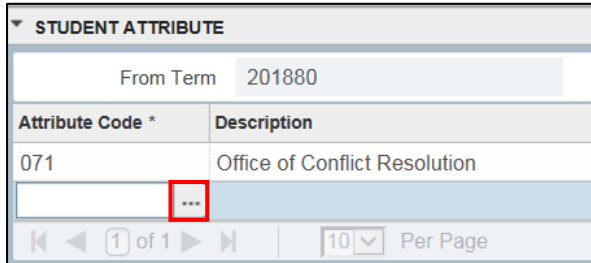


7. Click the Maintenance button

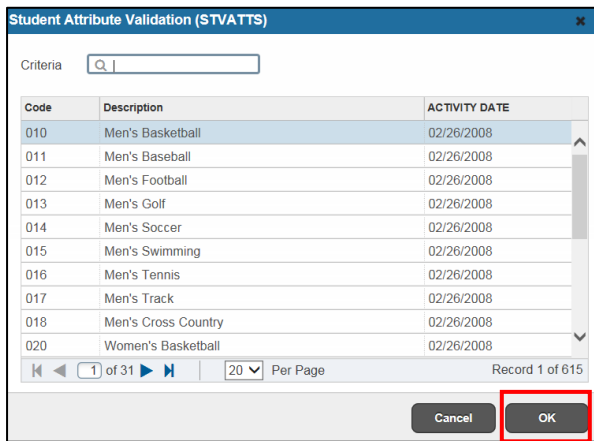





- Click the Attribute Code look up button to search for the attribute code you would like to add.

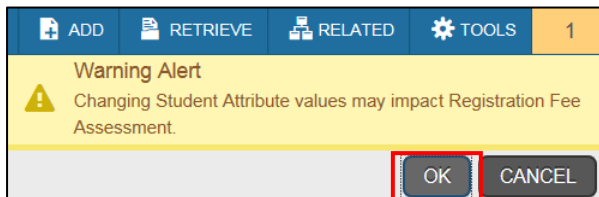


- Select the code from the popup window and click OK.



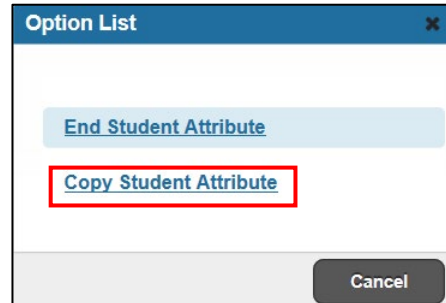
- Click the save button. 

- Click OK on the warning message.

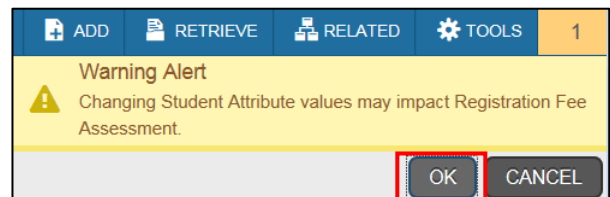


- A confirmation message will display confirming the record was updated successfully.

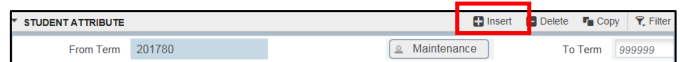
- Click Copy Student Attribute from the popup window.



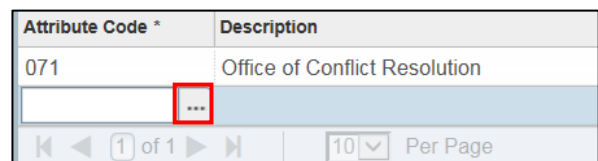
- Click OK on the warning message.



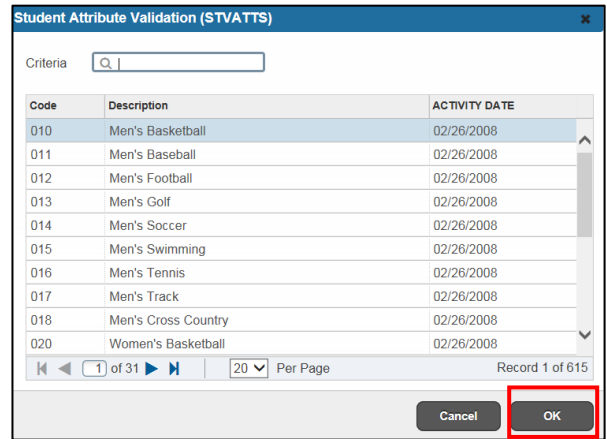
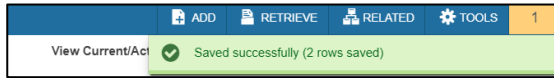
- Click the insert button on the Student Attribute section header. 



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

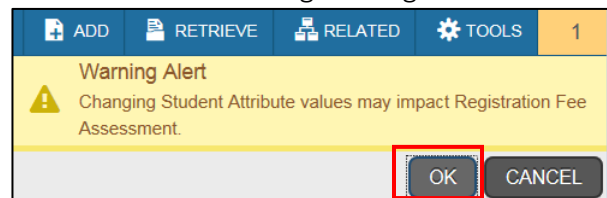


- Select the code from the popup window and click OK.



13. Click the save button. 

14. Click OK on the warning message.



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

