

Banner 9: General Student Information

About The Forms

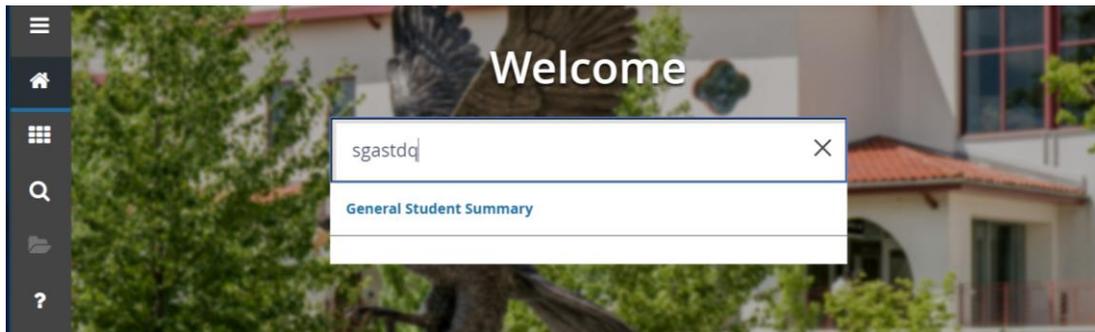
SGASTDQ – This is the General Student Summary form. It is a query form which displays all general student records on file for any current Montclair State University student.

SGAADVR – This is the Multiple Advisors form. This form allows us to track multiple advisors and advisor types for any student by term.

SGASADD – This is the Student Attributes form.

Accessing the General Student Summary (SGASTDQ) Form

1. Navigate to the **SGASTDQ** form from the Landing Page

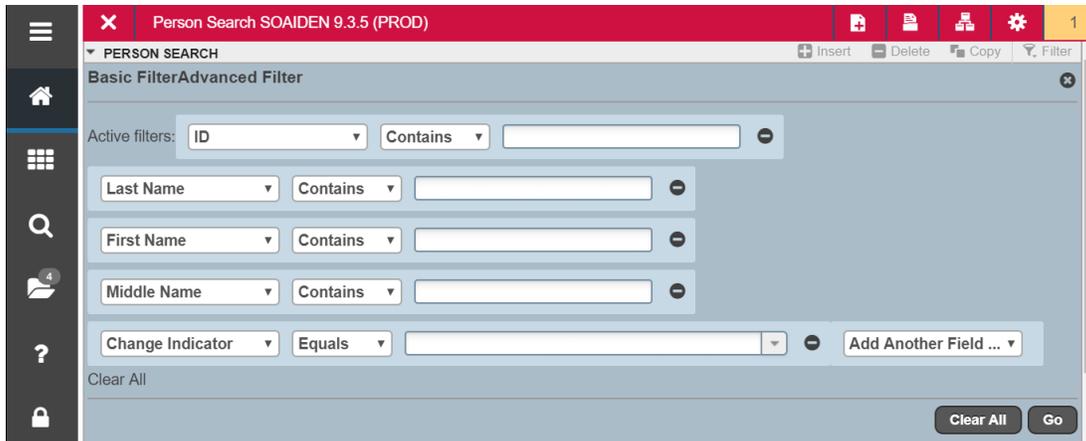


2. Click the **Search** lookup in the ID field

A screenshot of a search interface. It shows a label "ID:" followed by a text input field. To the right of the input field is a small square button with three dots inside, representing a search or lookup function. This button is highlighted with a red rectangular box. To the right of the input field is a green "Go" button.

This will open the **SOAIDEN** Person Search form.

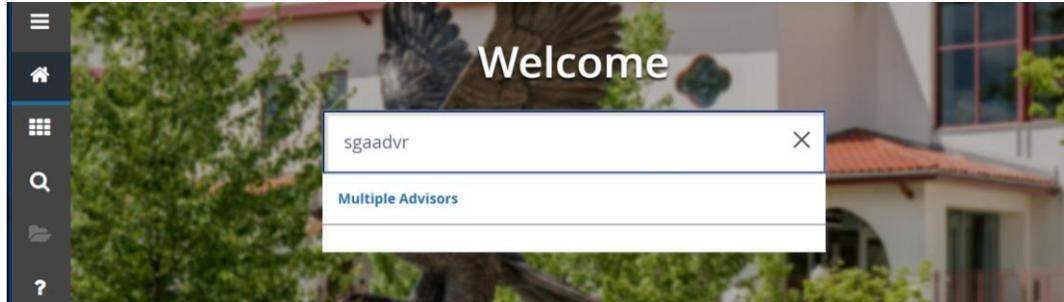
3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query



5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
6. Click **GO** to execute the query
7. Use the **Next Section** and **Previous Section** button to navigate through the form

Accessing the Multiple Advisors (SGAADVR) Form

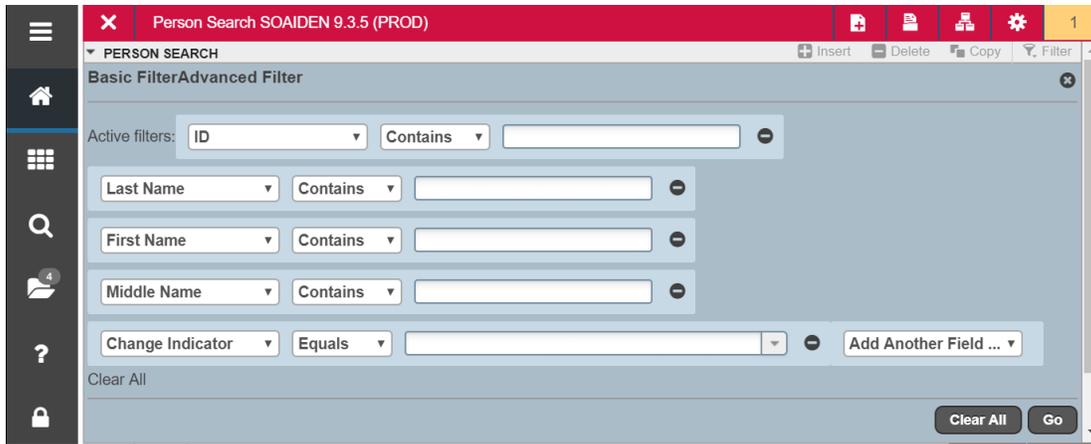
1. Navigate to the **SGAADVR** form from the Landing Page



2. Click the **Search** lookup in the ID field

This will open the **SOAIDEN** Person Search form.

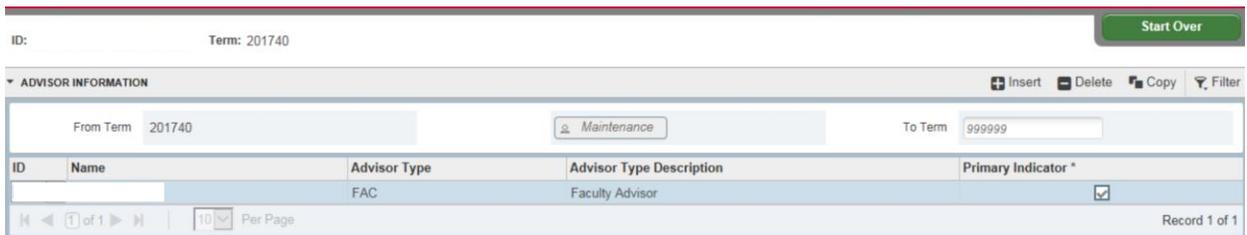
3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query



5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
6. Click the **search** in the **Term** field

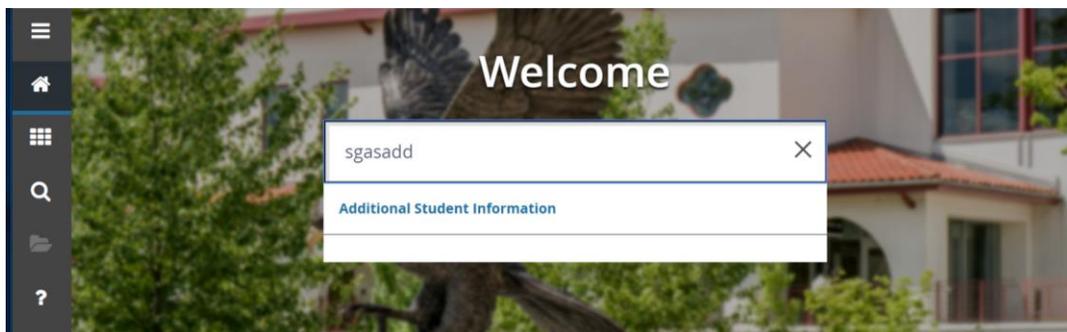


7. Click **List of Term**
8. Click on a term and click on **OK**
9. Click **GO** to execute the query

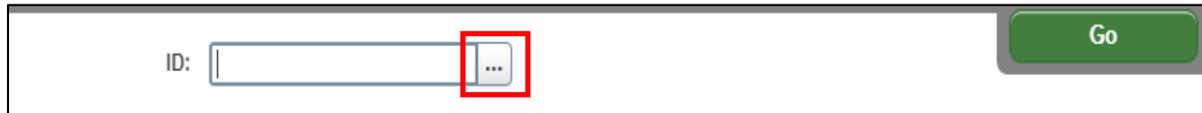


Accessing the Student Attributes (SGASADD) Form

1. Navigate to the **SGASADD** form from the Landing Page



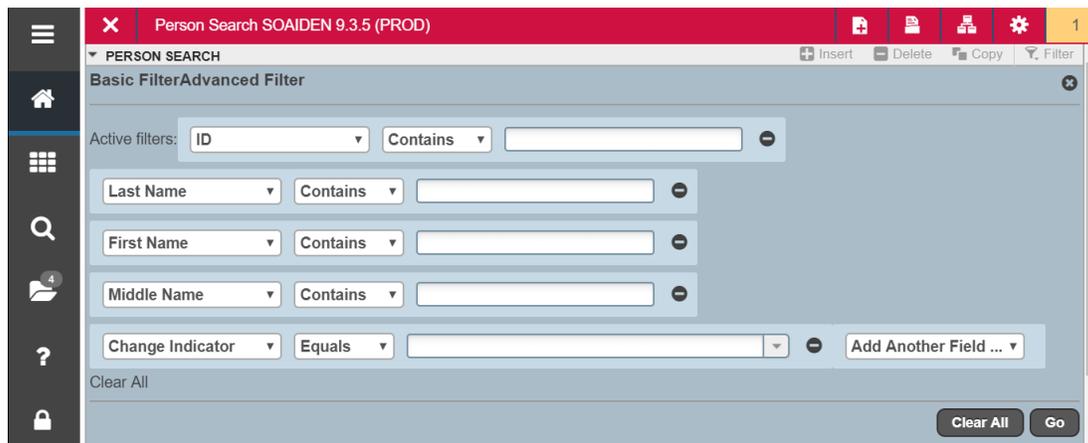
2. Click the **Search** lookup in the ID field



A screenshot of a form field labeled 'ID:'. To the right of the text input is a small square button with three dots, representing a search lookup. This button is highlighted with a red rectangular box. To the right of the entire form is a green button labeled 'Go'.

This will open the **SOAIDEN** Person Search form.

3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query



A screenshot of the 'Person Search SOAIDEN 9.3.5 (PROD)' application. The interface shows a 'PERSON SEARCH' section with a 'Basic Filter' and an 'Advanced Filter' tab. Under 'Active filters', there is a dropdown menu set to 'ID' and a 'Contains' operator. Below this, there are three more filter rows for 'Last Name', 'First Name', and 'Middle Name', each with a 'Contains' operator. At the bottom, there is a 'Change Indicator' dropdown set to 'Equals' and an 'Add Another Field ...' button. A 'Clear All' button is located at the bottom right of the filter section.

5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
6. Click **List of Term**
7. Click on a term and click on **OK**
8. Click **GO** to execute the query
9. Navigate through the form using **Next Section** and **Previous Section**

Note:

- The 'From' and 'To' terms determine the effective dates for the attribute. If the 'To' term is not 999999, there are other attribute records which exist in a later term.
- To view the later attributes, click **Start Over** and enter the term that matches the "To Term" in the key block.