Entering Advisors into Banner

In BANNER, go to SGAADVR

a. Melis has requested that all admins who work with Graduate students have access
to this screen. Please contact her x6329 or Melisenda.edwards@montana.edu if
you do not have access.

1. Enter Student’s ID number

2. In the top right hand corner under the TERM field, enter in term student was admitted
   (Example: 201470)

3. Press both keys, [Ctrl] – [Page Down], at the same time

4. Click on the arrow under ID

5. Type advisors last name under LAST NAME and press F8

6. Double click on correct Advisors ID, this will take you back to the main screen

7. Tab over to ADVISOR TYPE and enter MAJ

8. Click the box under PRIMARY INDICATOR

9. Save by pressing F10

If there is already an advisor listed after #3:

10. Click on MAINTENANCE

11. Click on END ADVISOR

12. Press Shift and F7 at the same time and then start again from the top