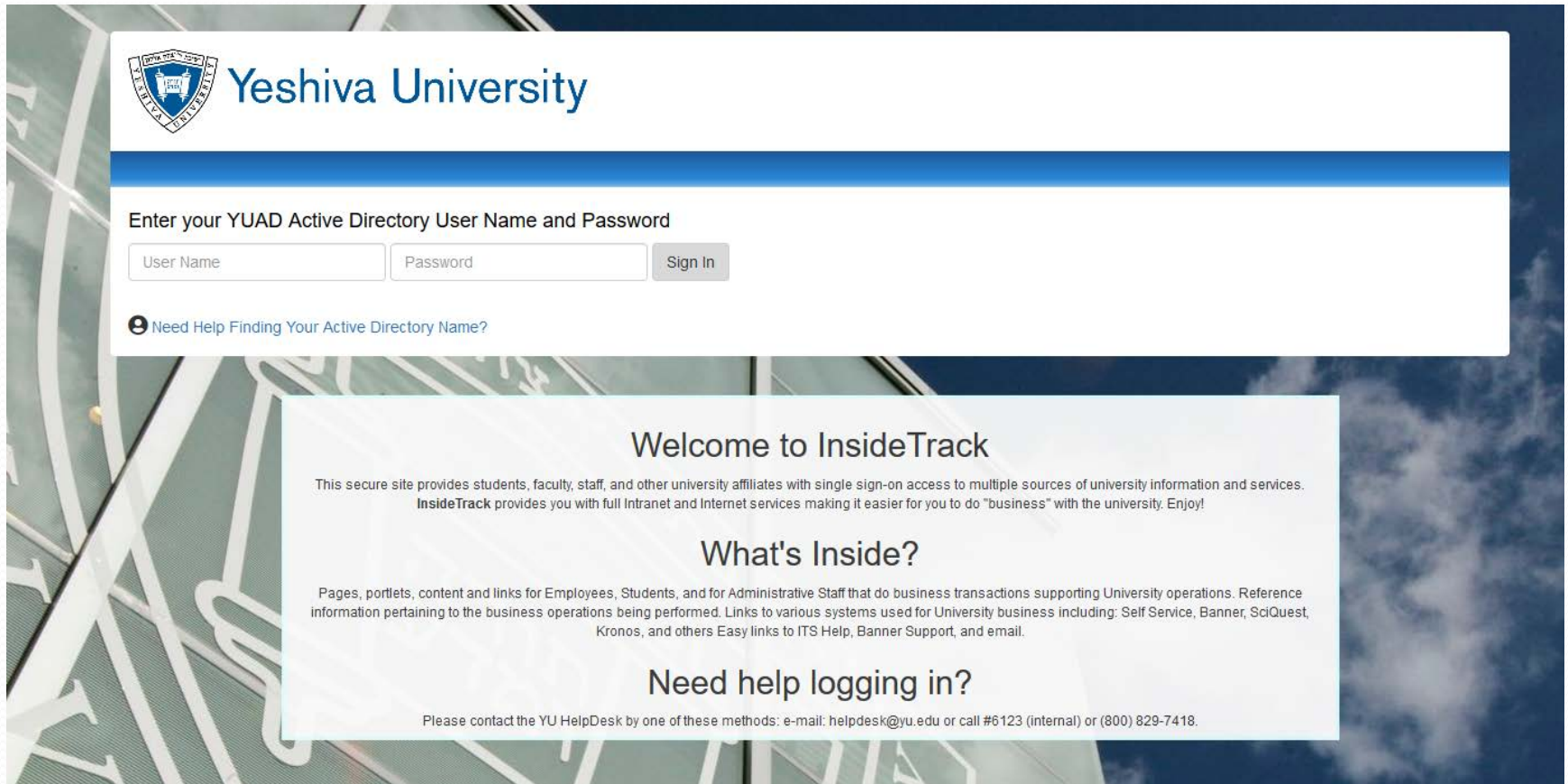



# How to Access Faculty Services by Logging into Banner Self- Service

A Step by Step Guide


# Step One

- Go to <https://insidetrack.yu.edu> and Log In



 **Yeshiva University**

Enter your YUAD Active Directory User Name and Password

 [Need Help Finding Your Active Directory Name?](#)

---

## Welcome to InsideTrack

This secure site provides students, faculty, staff, and other university affiliates with single sign-on access to multiple sources of university information and services. **InsideTrack** provides you with full Intranet and Internet services making it easier for you to do "business" with the university. Enjoy!

### What's Inside?

Pages, portlets, content and links for Employees, Students, and for Administrative Staff that do business transactions supporting University operations. Reference information pertaining to the business operations being performed. Links to various systems used for University business including: Self Service, Banner, SciQuest, Kronos, and others Easy links to ITS Help, Banner Support, and email.

### Need help logging in?

Please contact the YU HelpDesk by one of these methods: e-mail: [helpdesk@yu.edu](mailto:helpdesk@yu.edu) or call #6123 (internal) or (800) 829-7418.

# Step Two

- Click on the 'Employee' Tab



Yeshiva University

Home

Employee

Manage Procurement

Students

ITS Portal

Sponsored Programs



Home



## ANNOUNCEMENTS

### Announcements

All

Subject	Preview	Hide
	<b>Outages for calendar year 2019</b>	
<a href="#">Planned ITS Outages for Calendar Year 2019</a>	...	<a href="#">Hide</a>
	Delivery Date: December 21, 2018	
	<b>Need Assistance? ITS Newsletter</b>	
<a href="#">ITS NEWSLETTER</a>	...	<a href="#">Hide</a>
	Delivery Date: November 16, 2017	

☐ Show Hidden



LINKS

## WELCOME TO INSIDETRACK



Welcome to **InsideTrack**, your source for on line webservices and information relating to University administrative, all in one convenient place. You can use **InsideTrack** to receive information for employees and administrative staff all with a single sign-in. Access for student and faculty for academic and library resources will be offered soon.

# Step Three

- Click on 'Banner Self-Service' under the Employee Tools and Systems column

Yeshiva University

Home Employee Manage Procurement Students ITS Portal Sponsored Programs

Employee

HR\_ADMIN\_ONLY

There is currently no content to display.

Select a display block

MANAGE YOUR CAREER

Internal Job Postings

EMPLOYEE TOOLS AND SYSTEMS

MaccaBuy (SciQuest)

Banner Self-Service

iCIMS

PageUp (Applicant Tracking System)

PaymentNet (JPMorgan P-Card system)

Kronos - Time Entry

ARGOS (VPN required when off campus)

BannerINB (VPN required when off campus)

Banner9 Admin Forms (VPN required when off campus)

Banner Password Reset (Click here to reset your Banner Password)

Password

BANNER SELF SERVICE

Banner Self-Service

EMPLOYMENT DETAILS

Benefits

Direct Deposit

Pay Stub

Job Details

Leave Details

W2 Tax Forms

# Step Four

- Click on the Top 'Faculty Services' Tab'



[Personal Information](#) [Student](#) [Faculty Services](#) [Financial Aid](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

### [Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

### [Student and Financial Aid](#)

Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review Financial Aid requirements & awards.

### [Student Account Summary by Term](#)

View and Pay my Invoice

### [Faculty and Advisors](#)

Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your security setup.

**RELEASE: 8.8.4.1**

# Step Five

- Once you are in the 'Faculty Services Tab' you may navigate the system to:
  - View your teaching schedule and room assignments
  - Download your class roster
  - Submit grades
  - Download grade change forms (Incomplete & Final Grade)
  - Email a specific student or the entire class
  - Post textbook information



# Teaching Schedule:

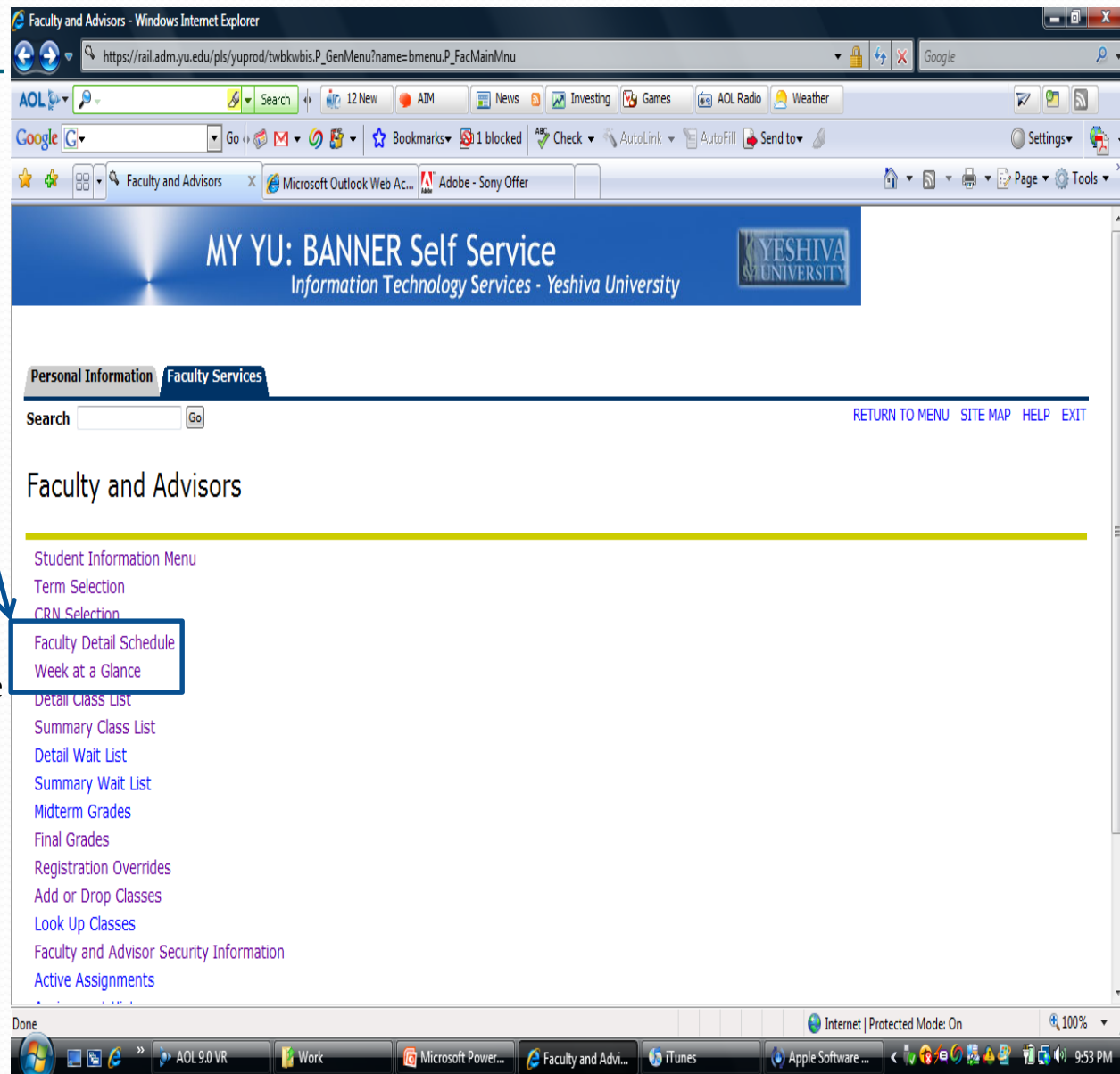
\*From the Faculty and Advisors menu:

- Click on either 'Faculty Detail Schedule' or 'Week at a Glance'

- Classroom numbers will be displayed in this section as well

- You may be asked to select a term and submit

- Once you select a term, to choose a different term, click 'Return to Menu' at the top right of the screen and click 'Term Selection' from the menu



# Download your Class Roster:

- From the Faculty and Advisors menu:
- Click on either 'Detail class list' or 'Summary Class list'
- You may be asked to select a term and/or CRN and submit
- Once you select a term and/or CRN, to choose a different term or CRN, click 'Return to Menu' at the top right of the screen and click 'Term Selection' or 'CRN Selection' from the menu

The screenshot shows a Windows Internet Explorer browser window displaying a 'Summary Class List' page. The address bar shows the URL: [https://rail.adm.yu.edu/pls/yuprod/bwlkfwl.P\\_FacClasListSum](https://rail.adm.yu.edu/pls/yuprod/bwlkfwl.P_FacClasListSum). The page title is 'Summary Class List'. The course information is 'Introductory Psychology - PSYC 1010 M' with CRN 28110, running from Aug 27, 2008 to Jan 08, 2009. The status is 'Active'. Enrollment counts show 38 enrolled, 37 actual, and 1 remaining. The 'Summary Class List' table has 8 columns: Record Number, Student Name, ID, Reg Status, Level, Credits, Final, and Grade Detail. The table lists 4 records, all for 'Undergraduate Women' with 3.000 credits. The 'Student Name' and 'ID' columns are redacted with a black box. The 'Reg Status' for all records is '\*\*Web Registered\*\*'. The 'Final' column shows 'Enter' for all records. The 'Grade Detail' column has icons for each record. The browser's taskbar at the bottom shows several open applications: AOL 9.0 VR, Work, Microsoft PowerPoint, Summary Class List, and Apple Software Upd... The system clock shows 9:58 PM on Aug 06, 2008.

Summary Class List

Fall 2008  
Aug 06, 2008 10:02 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
**Introductory Psychology - PSYC 1010 M**  
**CRN:** 28110  
**Duration:** Aug 27, 2008 - Jan 08, 2009  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	38	37	1
Cross List:	0	0	0

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1			**Web Registered**	Undergraduate Women *	3.000	Enter	
2			**Registered**	Undergraduate Women *	3.000	Enter	
3			**Web Registered**	Undergraduate Women *	3.000	Enter	
4			**Web Registered**	Undergraduate Women *	3.000	Enter	



# Printer Friendly Class Rosters:

- From the Faculty and Advisors menu:
- Click on 'Printer Friendly Class List'
- You may be asked to select a term and/or CRN and submit
- Once you select a term and/or CRN, to choose a different term or CRN, click 'Return to Menu' at the top left of the screen and click 'Term Selection' or "CRN Selection" from the menu.



# Submitting Grades:

- From the Faculty and Advisors menu:
- Click on 'Final Grades'
- Select grade from drop down menu located next to each student
- After entering all the grades, please review then click 'submit' located at the bottom of the screen and you will see a confirmation message that the grades have been submitted
- You will have 30 minutes to submit your grades before your session times out
- Once grades are submitted and rolled in Banner you cannot change them through this webpage. You will need to fill out a 'Change of Final Grade' form which may be downloaded from your Banner account (see next slide)
- For further instructions on grade submission please refer to 'Instructions for Submitting Grades'

Final Grades - Windows Internet Explorer

https://rail.adm.yu.edu/pls/yuprod/bwlkfgd.P\_FacFinGrd

Please submit the grades often. There is a 30 minute time limit starting at 10:20 pm on Aug 06, 2008 for this page.

Record Sets: 1 - 25 26 - 37

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	**Web Registered** May 26, 2008	None	N			11
2			3.000	**Registered** May 26, 2008	A	N			15
3			3.000	**Web Registered** May 26, 2008	B+	N			13
4			3.000	**Web Registered** May 26, 2008	C	N			10
5			3.000	**Registered** May 06, 2008	C-	N			4
6			3.000	**Web Registered** May 26, 2008	D+	N			12
7			3.000	**Web Registered** May 01, 2008	F	N			1
8			3.000	**Web Registered** May 26, 2008	I	N			14
9			3.000	**Web Registered** May 27, 2008	None	N			16
10			3.000	**Web Registered** May 07, 2008	None	N			5
11			3.000	**Registered** May 27, 2008	None	N			19
12			3.000	**Web Registered**	None	N			17

Internet | Protected Mode: On 100%

10:22 PM

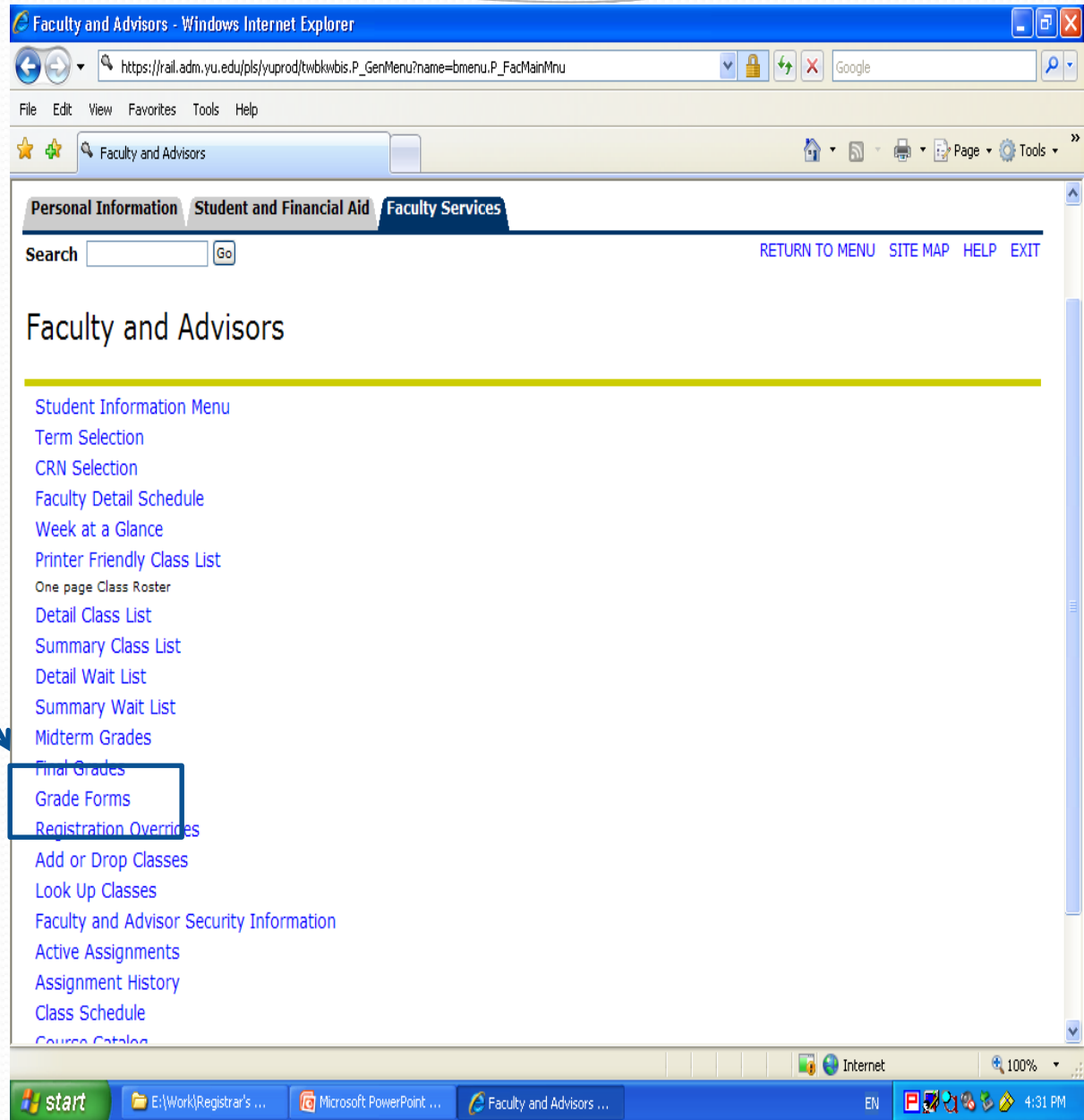
## Download grade change forms:

- From the Faculty and Advisors menu:

- Click on 'Grade Forms'

- Choose:

'Change of Grade Form' or  
'Change of Incomplete Grade  
Form'



# Emailing Individual Students:

- From the Faculty and Advisors menu:
- Click on either 'Detail class list' or 'Summary Class list'
- Click on envelope next to student's name. Email address will be automatically inserted into an email

Summary Class List - Windows Internet Explorer

https://rail.adm.yu.edu/pls/yuprod/bwlkfcwl.P\_FacClasListSum

Summary Class List

Fall 2008  
Aug 06, 2008 10:55 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Introductory Psychology - PSYC 1010 M

CRN: 28110

Duration: Aug 27, 2008 - Jan 08, 2009

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	38	37	1
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1			**Web Registered**	Undergraduate Women *	3.000	Enter	
2			**Registered**	Undergraduate Women *	3.000	Enter	
3			**Web Registered**	Undergraduate Women *	3.000	Enter	
4			**Web Registered**	Undergraduate Women *	3.000	Enter	

Internet | Protected Mode: On

100%

10:51 PM

# Emailing the Entire Class:

- From the Faculty and Advisors menu:
- Click on either 'Detail class list' or 'Summary Class list'
- Located at the bottom left hand side of the screen you will see a link that says 'Email Class' with an envelope icon
- Click this link to automatically insert all the students' email addresses into the bcc (blind copy) line of an email
- Should you choose to email your class directly from your email account to the students' YU email accounts use:

Termcode-CRN@lists.yu.edu

Term codes:

Fall – YEARo9 Spring – YEARo1  
Summer–YEARo6

Eg. 201909-28110@lists.yu.edu

25	**Registered**	Undergraduate Women *	3.000	Enter
26	**Registered**	Undergraduate Women *	3.000	Enter
27	**Web Registered**	Undergraduate Women *	3.000	Enter
28	**Web Registered**	Undergraduate Women *	3.000	Enter
29	**Web Registered**	Undergraduate Women	3.000	Enter
30	**Web Registered**	Undergraduate Women *	3.000	Enter
31	**Web Registered**	Undergraduate Women *	3.000	Enter
32	**Registered**	Undergraduate Women *	3.000	Enter
33	**Web Registered**	Undergraduate Women *	3.000	Enter
34	**Web Registered**	Undergraduate Women *	3.000	Enter
35	**Web Registered**	Undergraduate Women *	3.000	Enter
36	**Web Registered**	Undergraduate Women *	3.000	Enter
37	**Web Registered**	Undergraduate Women *	3.000	Enter

[Email class](#)

[Return to Previous](#)

[ [Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary Wait List](#) ]

RELEASE: 7.2

powered by  
SUNGARD HIGHER EDUCATION

# Posting Textbook Information:

- From the Faculty and Advisors menu:
- Click on 'Syllabus Information'
- Textbook information can be entered under the 'Required Materials' field
- Click on 'submit'
- After submitting textbook information you will receive a confirmation message that syllabus information has been updated successfully

The screenshot shows a web browser window with the URL <https://rail.adm.yu.edu/pls/yuprod/bwlsybs>. The page title is "Syllabus Information". In the top right corner, there is a user profile box with a redacted name and the text "Spring 2011" and "Aug 07, 2011 06:15 pm". Below the title, a yellow bar contains the instruction: "Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course."

The form is divided into several sections:

- Course Information**  
Intro to Statistics - 31289 - STAT 1021 - C
- Levels:** Undergraduate Women  
**Status:** Active
- 31289 CRN  
Beren Campus Campus  
Lecture Schedule Type
- Syllabus Data**
  - Long Section Title:
  - Course URL:
  - Learning Objectives:
  - Required Materials:**  (This field is highlighted with a blue box and an arrow from the text "Textbook information can be entered under the 'Required Materials' field")  
Introduction to the Practice of Statistics.  
Moore McCabe Craig  
Sixth Edition Freeman
  - Technical Requirements:

At the bottom of the form are two buttons: "Submit" and "Reset". Below the buttons is a link "Return to Previous" and the text "RELEASE: 8.1". The Windows taskbar at the bottom shows the time as 6:15 PM on 8/7/2011.



# Guidelines for Posting Textbook Information:

- Do not use HTML or post a hyperlink. It will NOT format properly
- Please note that the law requires the posting of pricing information for both required and recommended textbooks and supplemental materials
- Post information about each textbook on a separate line
- Use the following format for the textbooks (semicolons help to isolate search information for students):
  - ISBN; Title; Author Last Name; Publisher; Copyright Date; Suggested Retail Price; Suggested Retailer (optional)
- For most all, pricing information can be obtained by doing a simple search online on Barnes & Noble or Amazon.com. If the item is unique or only available through a certain retailer or direct from you, please note the cost and the retailer
- Freely Available works must be listed and you should note that there is no cost
- Please remember to post any changes immediately if necessary

# Questions? Comments? Suggestions?

## Wilf Campus

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

500 W. 185th Street, Furst 114

New York, NY 10033

Phone: 212.960.5274

Fax: 212.960.0004

[wilfregistrar@yu.edu](mailto:wilfregistrar@yu.edu)

## Beren Campus

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

215 Lexington Avenue (@33rd Street)

6th Floor

New York, NY 10016

Phone: 212.340.7777

Fax: 212.340.7837

[berenregistrar@yu.edu](mailto:berenregistrar@yu.edu)

## Ferkauf Graduate School

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

Rousso Building

1165 Morris Park Avenue

Bronx, NY 10461

Phone: 646.592.4515

Fax: 718.430.3960

[resnickregistrar@yu.edu](mailto:resnickregistrar@yu.edu)