Using SLU Banner Self Service

Banner Self-Service has replaced the WebSTAR system.

Logging In:
Go to: https://fsselfserv.slu.edu

Once the SLU Banner Self Service page loads, select Enter Secure Area from the selection.

The **User ID** is the 9-digit number under your picture on your school ID.

The **PIN** is a 6 digit pin. If this is your first time logging in, your PIN is set to your birthday in 6 digit form (MMDDYY)

After both fields are entered, click **Login**.

If this is the first time you have logged in you will be asked to create a new pin and a secret question.

If you don't know your pin number, please call 977-4000 for a Banner Pin Reset.
**Main Menu:**
This is the main page Banner Self Serv.

From here you are able to check personal information, Student information and log into WebCT.

**Personal Information:**
This is the personal information page.

From here, you are able to view and update vital information, view your email and change your pin.

If you change your pin here in Banner, it will automatically change your gateway password also.

If you do not know your email address, click on View Email page.
E-Mail:
This page displays your personal and your SLU email address.

To access your SLU email address, you must log into Gateway.slu.edu with your SLU username and password.

To obtain your password, simply change your Banner Self Serv Pin and your Gateway password is reset to your 6 digit gateway pin number.

**Changing pin:**
From the personal information page, click on Change Your Pin.

You must enter in your current pin number and then create your own 6 digit pin and then re-enter the pin.

Once you have filled all fields with the correct data select, Change Pin.

If everything matches, you will receive a confirmation page. Once you have received this page, your Banner Self-Service Pin and your Gateway.slu.edu password have been changed to this new 6-digit pin.
**Student and Financial Aid:**
This section of Banner allows you to access everything from Midterm grades to registering for classes and Financial Aid information.

**Registration:**
This part of banner allows you to register for classes, enroll for parking, looking up classes offered next semester, and your class schedule.

To be able to access any information, you first must obtain an alternative PIN from your department chair or your Academic Advisor.
Registration Errors:
As you register through the banner system, periodically you will come across errors.

Registration errors appear on the main registration page with a red stop sign. Some of the common errors are listed below.

<table>
<thead>
<tr>
<th>Registration Error Messages</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Closed or Time Conflict</td>
<td>Select an alternate or a different course.</td>
</tr>
<tr>
<td>Preq or Test Score Error</td>
<td>Preq indicates a prerequisite class is required before you can register for the class you selected. Contact your advisor if you believe the message is an error.</td>
</tr>
<tr>
<td>Approval by Advisor, Contact Coordinator, or Faculty</td>
<td>Obtain approval from the appropriate person—normally the instructor or department chair. If approval is given in writing, bring it to DuBourg 22 for processing.</td>
</tr>
<tr>
<td>Co-req Required</td>
<td>This course requires registration in another course during the same semester. That course number is noted in the error messages.</td>
</tr>
</tbody>
</table>

Student Information:
This page allows you to access your transcript and account information, along with your midterm and final grades.
Financial Aid:
This page allows you access to your financial aid status, your eligibility for financial aid and any financial aid you have been awarded.

From this page there is also a link to email the financial Aid office and for general financial aid information.