

Banner Faculty and Advisor Self-Service

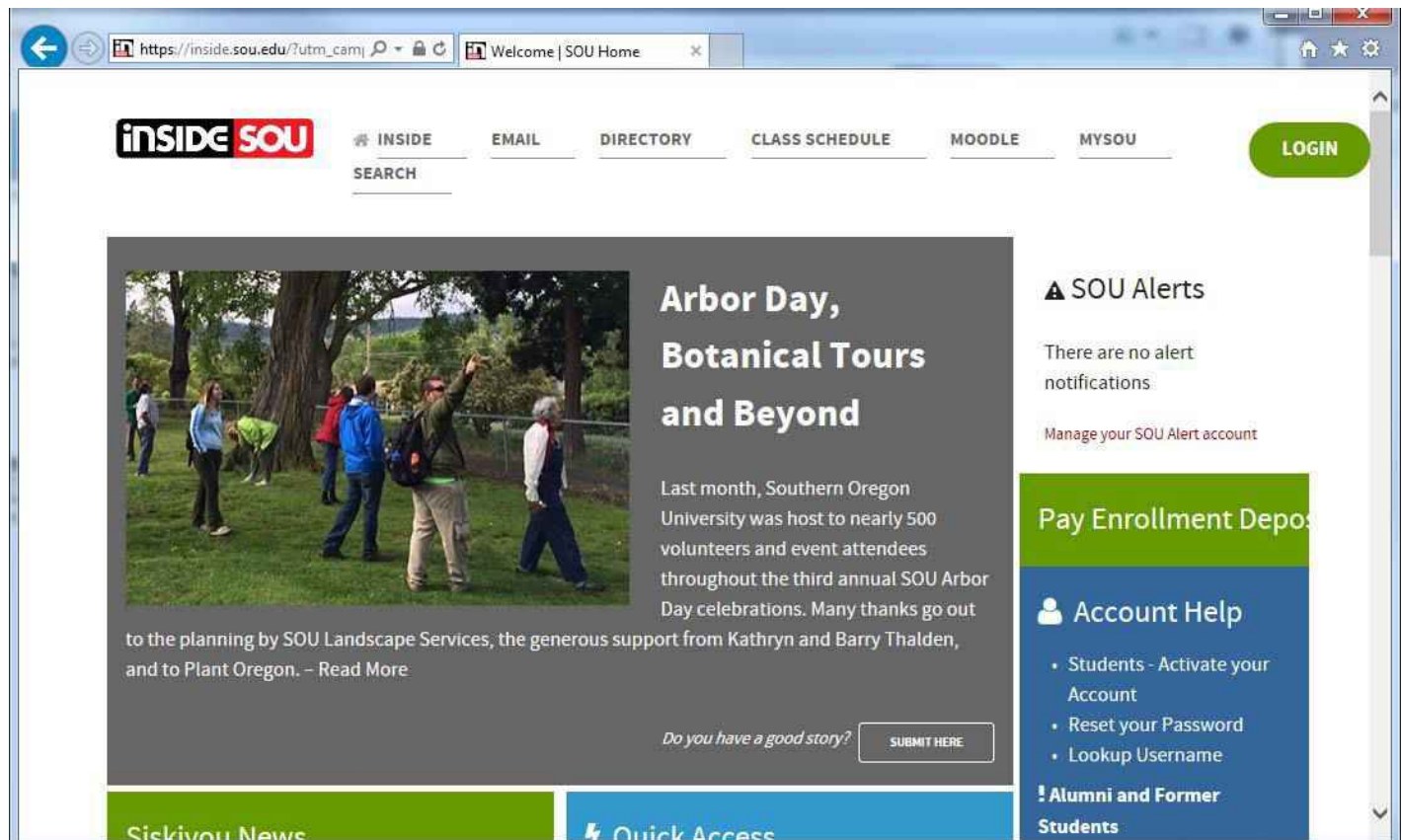
Login

Navigate to
inside.sou.edu

Click the **LOGIN** button

If you have already
logged into an SOU
service like Gmail, our
single sign-on
mechanism may
remember you.

However, if prompted,
enter your SOU
username and password



When logged in to inside.sou.edu, your name will appear in the top right corner.

The content you see reflects your role at SOU.

The screenshot shows a web browser window with the URL <https://inside.sou.edu/>. The page features a navigation bar with links: **inside** **sou**, [INSIDE](#), [EMAIL](#), [DIRECTORY](#), [CLASS SCHEDULE](#), [MOODLE](#), [MYSOU](#), and a user profile for Tom Rutledge. A search bar is located below the navigation links.

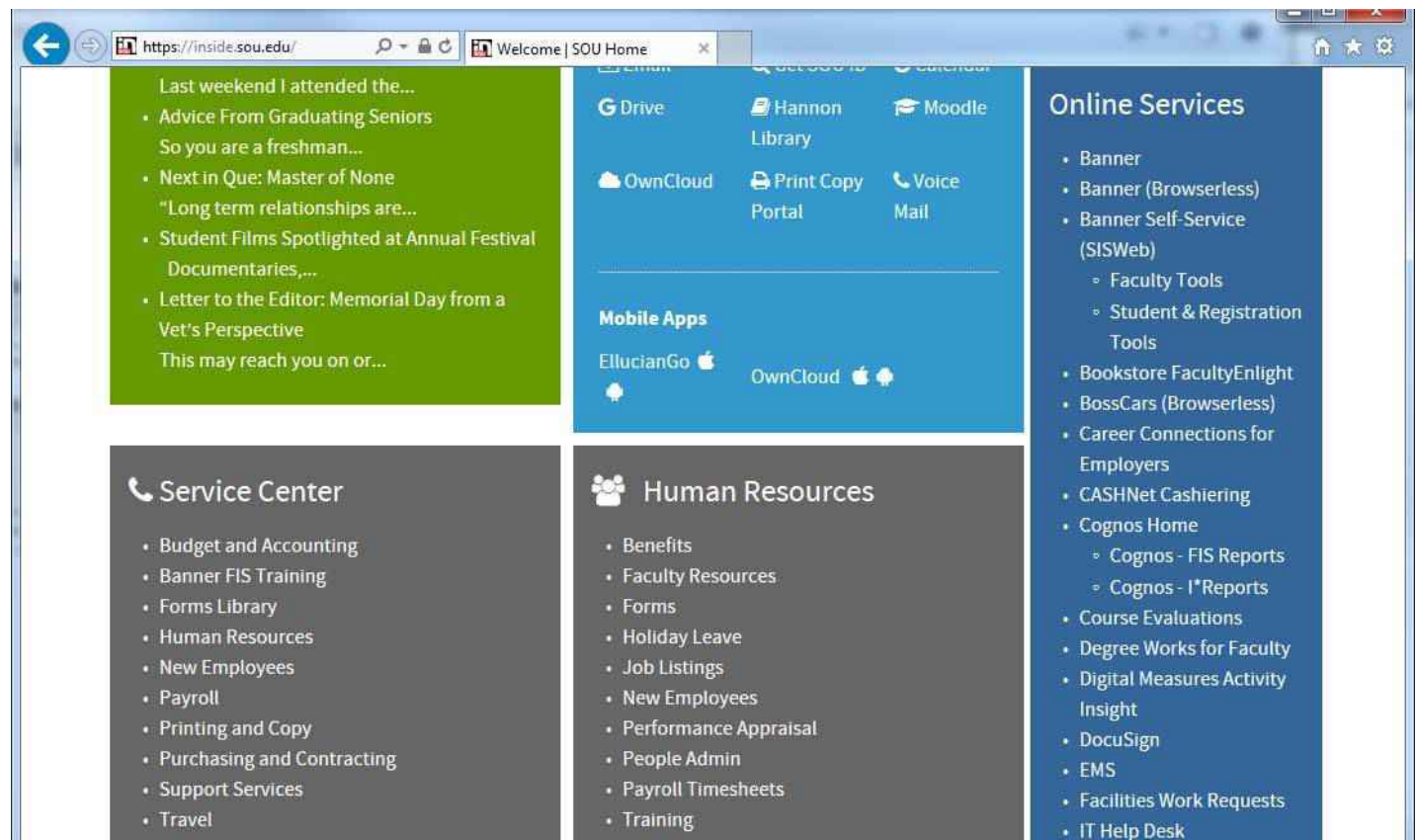
The main content area includes a featured article titled "Projects Add Art to Campus" with a 3D rendering of a circular art installation. The article text states: "Over the next two weeks, the art piece 'Confluence' will be installed in the lawns between Shasta and McLoughlin Residence Halls. Every state-funded capital project on campus is required to set aside 1 percent of the budget for art... - Read More". Below the article is a link "Do you have a good story?" and a "SUBMIT HERE" button.

On the right side, there is a section for "SOU Alerts" which states "There are no alert notifications" and a link to "Manage your SOU Alert account". Below this is a blue box with links to "Manage Your SOU Account" and "Manage Your Banner Password". At the bottom right is a red box titled "Campus Events" listing "Jun 18, Mediation Course-Summer 2016 - Hannon Library 354".

At the bottom of the page, there is a section for "SOU Announcements" with a partial text: "There are a variety of support groups and opportunities being offered throughout winter".

View Online Services

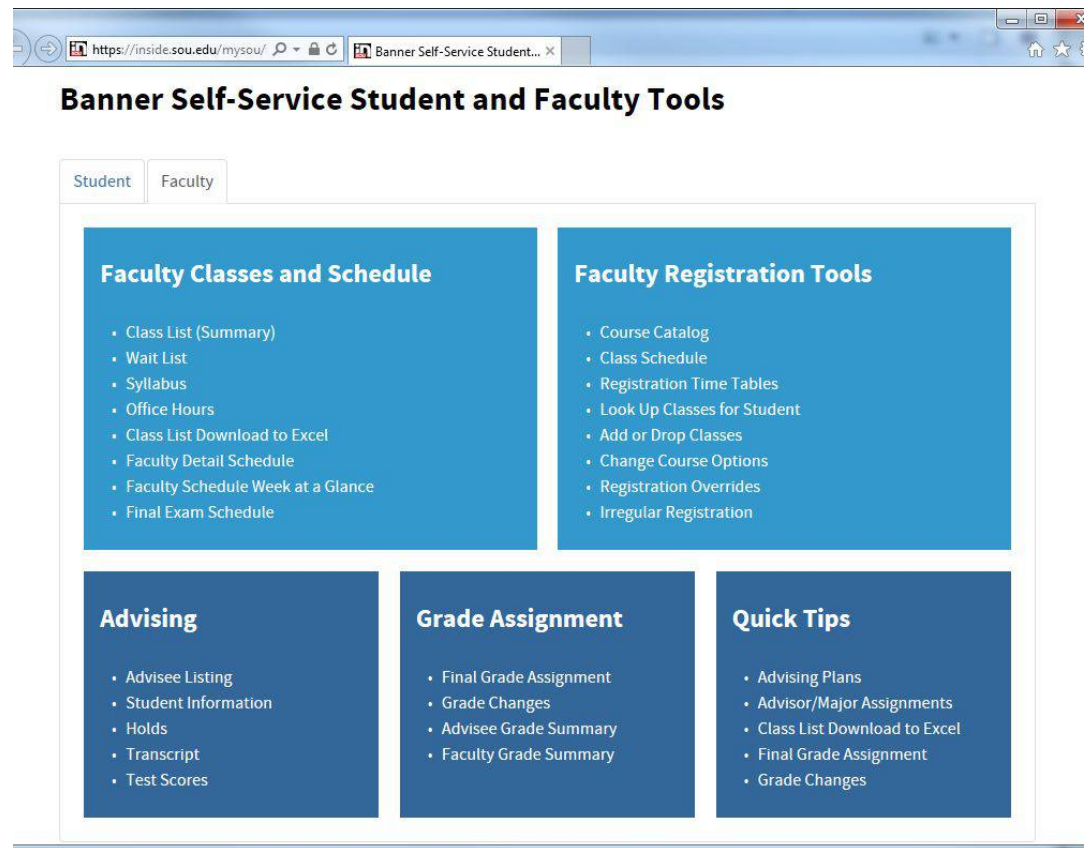
1. Scroll down to see **Online Services**
2. Click **Faculty Tools**



Banner Faculty & Advisor Self-Service Start Page

Banner Faculty & Advisor Self-Service options

If you do not see this content, make sure you have the Faculty, not Student, tab selected.



Each item is a link. Most go to pages in Banner Self-Service.

Some go to external content like the Enrollment Times link which points to an Enrollment Services page.

Faculty Classes and Schedule

- [Class List](#)
- [Wait List](#)
- [Syllabus](#)
- [Office Hours](#)
- [Class List Download to Excel](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule Week at a Glance](#)

Grade Assignment

- [Final Grade Assignment](#)
- [Grade Changes](#)
- [Advisee Grade Summary](#)
- [Faculty Grade Summary](#)

The screenshot shows the Banner Self-Service interface for 'Faculty and Advisors'. The page has a top navigation bar with 'Personal Information', 'Faculty Services', and 'Employee' tabs. Below this is a search bar and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main content area is titled 'Faculty and Advisors' and contains a list of links. Colored lines connect specific links in this list to the callout boxes on the left: a blue line from 'Class List' to the 'Faculty Classes and Schedule' box; an orange line from 'Wait List' to the same box; a green line from 'Syllabus' to the same box; a red line from 'Office Hours' to the same box; a brown line from 'Class List Download to Excel' to the same box; a purple line from 'Faculty Detail Schedule' to the same box; a grey line from 'Faculty Schedule Week at a Glance' to the same box; a blue line from 'Final Grade Assignment' to the 'Grade Assignment' box; a green line from 'Grade Changes' to the same box; a purple line from 'Advisee Grade Summary' to the same box; and a brown line from 'Faculty Grade Summary' to the same box. The page footer includes 'RELEASE: 8.8' and '© 2016 Ellucian Company L.P. and its affiliates.'

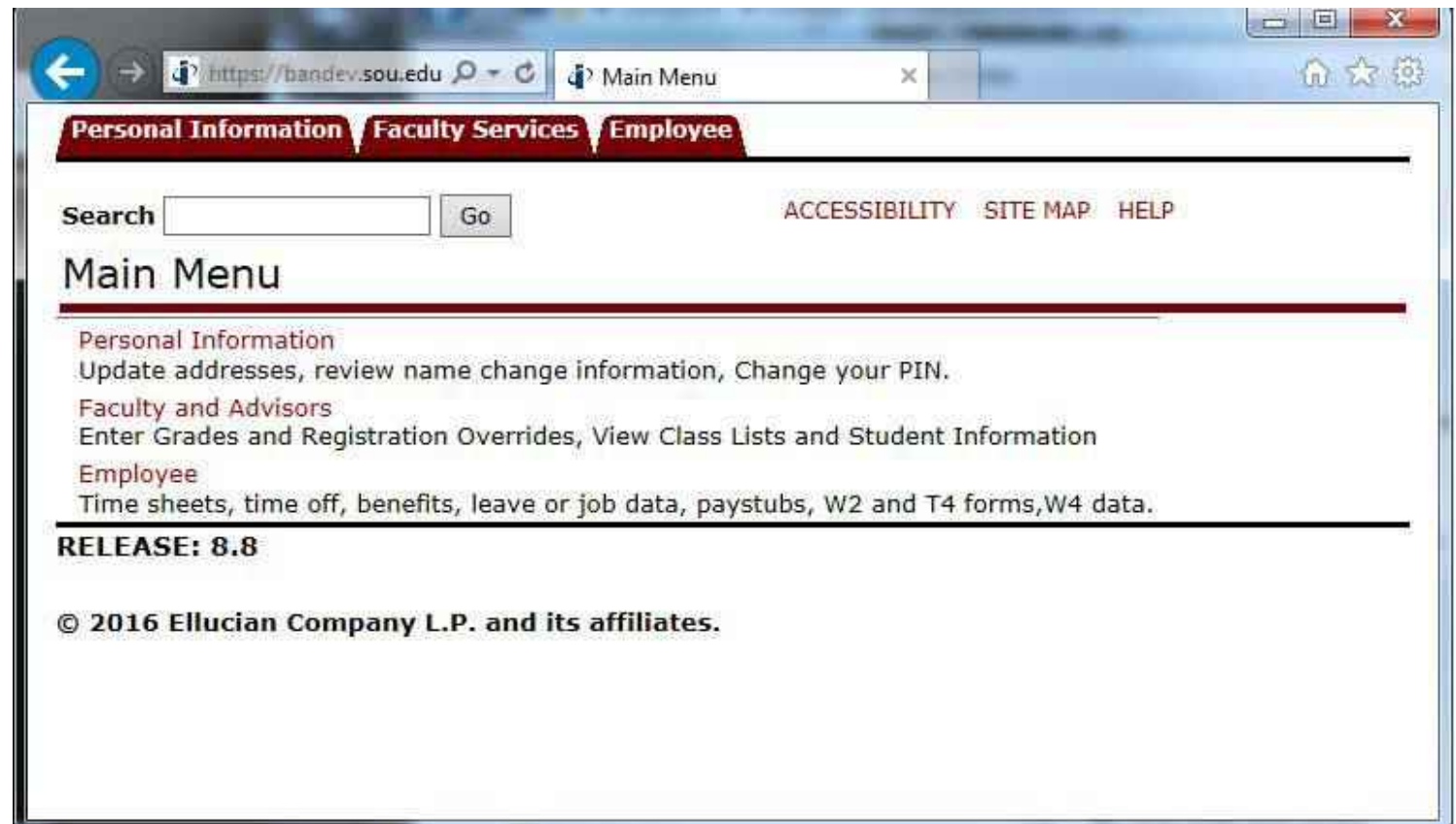
SunGard Higher Education x Faculty and Advisors x
https://bandev.sou.edu/souupg/owa/twbkwbis.P_GenMenu?name=t
Personal Information Faculty Services Employee
Search [] Go RETURN TO MENU SITE MAP HELP
Faculty and Advisors
Student Information Menu
Display student information; View a student's schedule; Process registration overrides;
Process a student's registration; Change a student's class options.
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Final Grades
Registration Overrides
Add or Drop Classes
Look Up Classes
Faculty and Advisor Security Information
Advisor Menu
View a student's transcript; View a student's degree evaluation; Display your security setup.
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours
Advisee Grade Summary
Faculty Grade Summary
Faculty Feedback
Grade Changes
Class List Download to Excel or Word
Search and View Applications
RELEASE: 8.8
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Self-Service Main Menu

Content on the Self-Service Main Menu reflects your roles at SOU. This is a typical faculty member who has not been a student at SOU.

Notice the connection between the listed links and the tabs at the top.

Additional tabs and links may exist if you have been a student, gotten Financial Aid, and other.

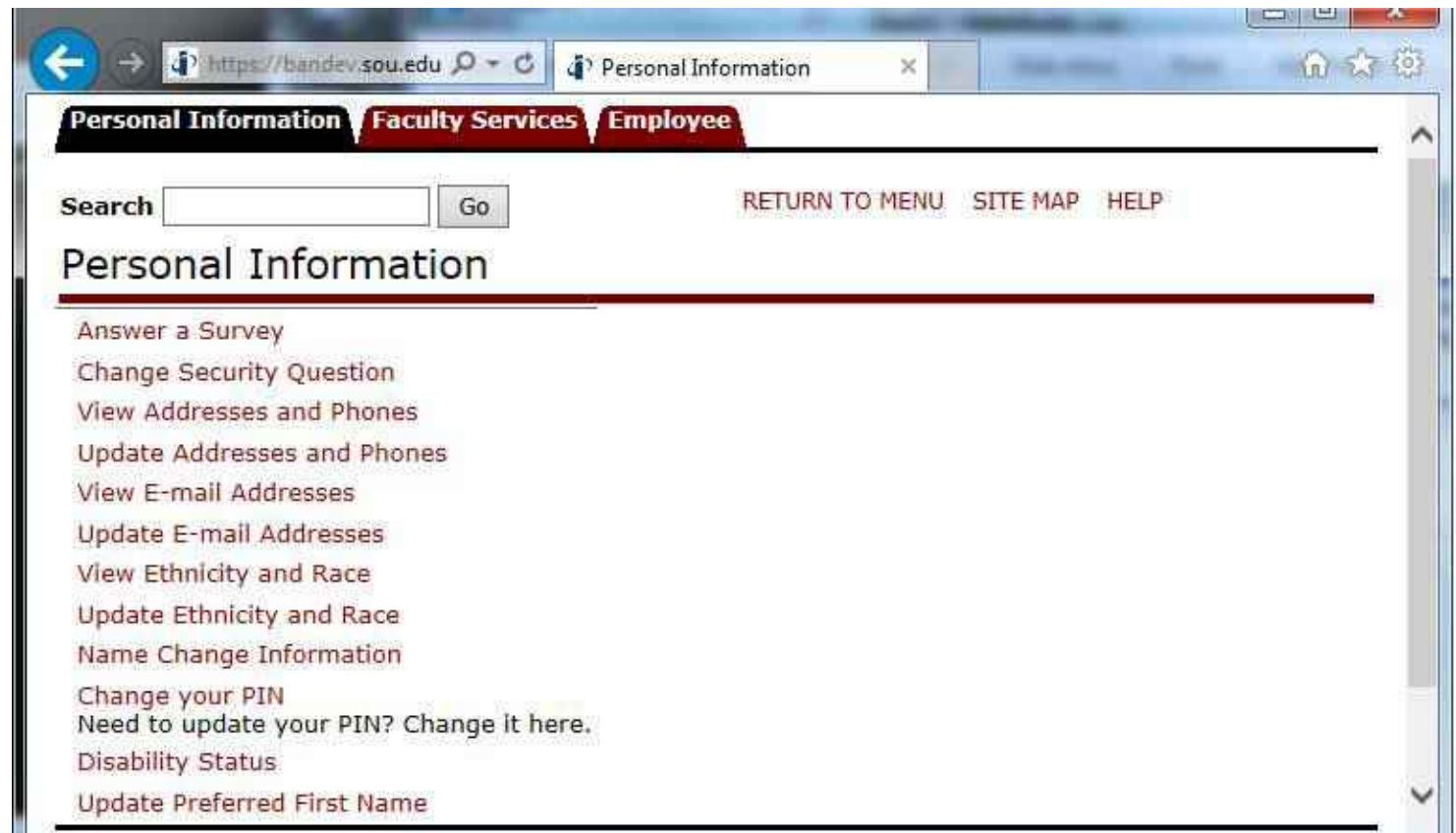


Personal Information Menu

Everyone gets the Personal Information menu.

This is where you set up your PIN, your security challenge questions, and update those email, phone, and address records where user maintenance is allowed.

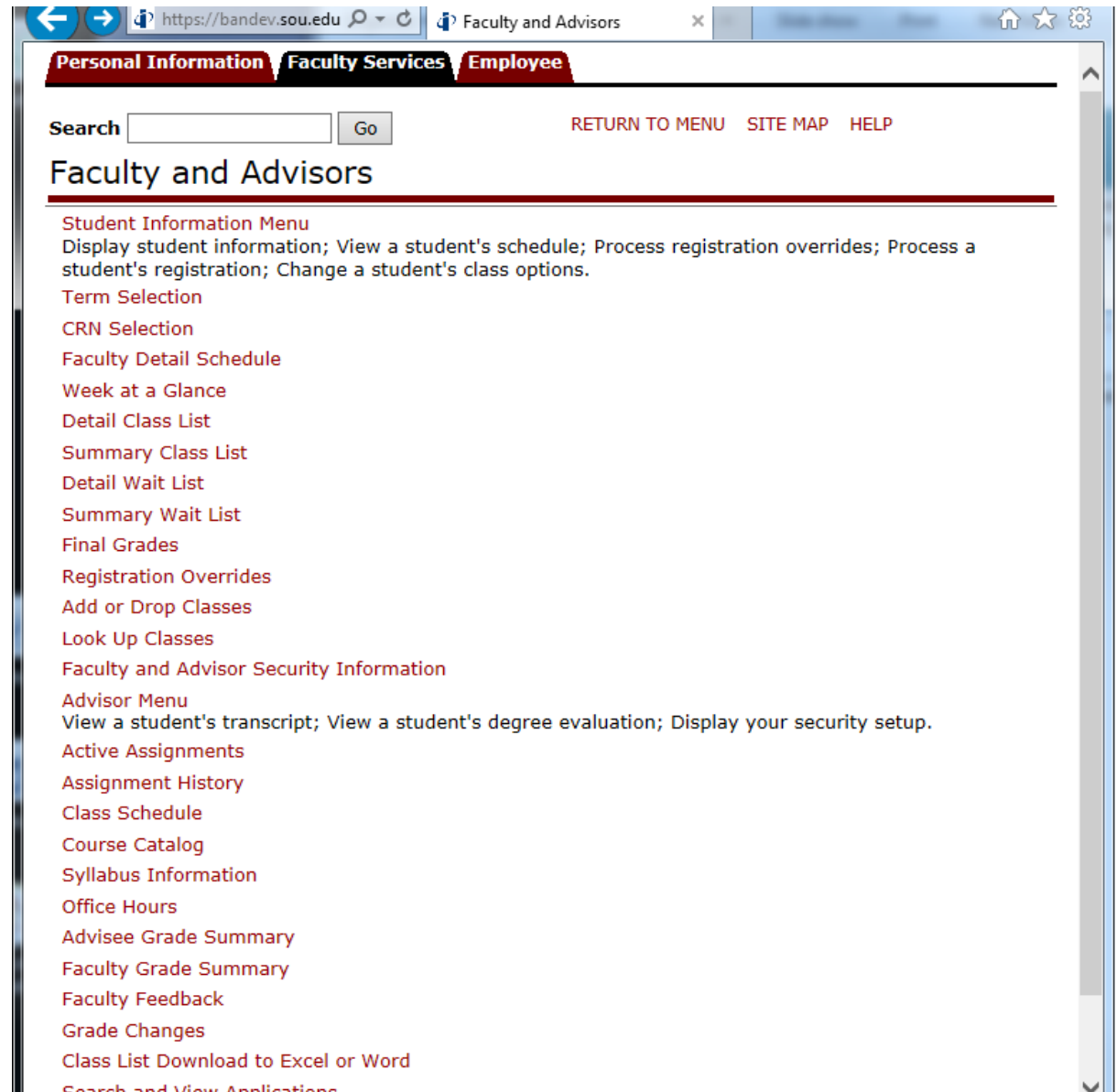
These pages have mixed content, some updatable, some view-only.



Faculty and Advisors Menu

The rest of this presentation addresses the **Faculty and Advisors** menu here, plus the Student Information Menu and Advisor Menu both shown as sub-menus.

Note: The Advisor Menu link here opens to a menu **Faculty & Advisors Menu** which is different than the **Faculty and Advisors** menu.



Select Term and Select CRN

Most enrollment information you will work with relates term, crn, and students.

To choose or change terms for your selection:

1. Click the [Term Selection](#) link
2. Pick a term from the drop-down list
3. Click the **Submit** button

To choose or change CRNs for your selection:

1. Click the [CRN Selection](#) link
2. You will be presented with a list of the CRNs for courses you are teaching. Choose one.
3. Click the **Submit** button

Until you choose another, Self-Service will work with the Term and CRN you have selected

The screenshot shows a web application interface with a navigation bar at the top containing three tabs: 'Personal Information' (highlighted in red), 'Faculty Services' (highlighted in black), and 'Employee' (highlighted in red). Below the navigation bar is a search section with a text input field labeled 'Search', a 'Go' button, and a red link labeled 'RETURN TO MENU'. The main heading is 'Select Term'. Below this is a 'Select a Term:' label followed by a drop-down menu. The menu is open, showing a list of terms: Summer 2016, Spring 2016, Winter 2016, Fall 2015, Summer 2015, Spring 2015, Winter 2015, Fall 2014, Summer 2014, Spring 2014, and Winter 2014. To the left of the drop-down menu is a 'Submit' button. Below the drop-down menu, the text 'RELEASE: 8.5.4' is visible. At the bottom left, there is a copyright notice '© 2016 Ellucian' and a partially visible phrase 'and its affiliates.'

Personal Information Faculty Services Employee

Search Go RETURN TO MENU

Select Term

Select a Term: Summer 2016
Spring 2016
Winter 2016
Fall 2015
Summer 2015
Spring 2015
Winter 2015
Fall 2014
Summer 2014
Spring 2014
Winter 2014

Submit

RELEASE: 8.5.4

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The screenshot shows the same web application interface as the first screenshot. The navigation bar is identical. The search section is identical. The main heading is 'Select CRN'. Below this is a 'CRN:' label followed by a drop-down menu. The menu is open, showing a list of CRNs: ENG 103 0: Academic English ESOL Students, 7145 (10), IEP 011 0: Beginning Grammar, 6572 (0), IEP 012 0: Beginning Vocab/Communication, 6573 (0), IEP 013 0: Beginning Reading, 6574 (0), IEP 014 0: Beginning Writing, 6575 (0), and IEP 021 0: Elementary Grammar, 6576 (1). To the left of the drop-down menu is a 'Submit' button.

Personal Information Faculty Services Employee

Search Go RETURN TO MENU

Select CRN

CRN: ENG 103 0: Academic English ESOL Students, 7145 (10)
IEP 011 0: Beginning Grammar, 6572 (0)
IEP 012 0: Beginning Vocab/Communication, 6573 (0)
IEP 013 0: Beginning Reading, 6574 (0)
IEP 014 0: Beginning Writing, 6575 (0)
IEP 021 0: Elementary Grammar, 6576 (1)

Submit

Select ID

Selection of Student or Advisee occurs in many contexts. It is done much the same in each.

If you have the person's ID, you can enter it in the box.

If you have their name or partial name, enter them in the appropriate boxes. Use '%' as a wildcard for one or more letters or '_' as a wildcard for exactly one letter.

By clicking the appropriate radio button for Search Type you may limit the selection to only your students, only your advisees, both, or all people known in Banner which match the ID or name you specify.

After entering your selection, click the **Submit** button.

The screenshot shows a web browser window with the URL <https://bandev.sou.edu>. The page title is "Advisee ID Selection". The navigation bar includes "Personal Information", "Faculty Services", and "Employee". The main heading is "Student/Advisee ID Selection". Below the heading is a search bar with a "Go" button and links for "RETURN TO MENU" and "SITE MAP". The instructions state: "You may enter: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit." There is a text input field for "Student or Advisee ID:". Below this is the word "OR". The "Student and Advisee Query" section contains input fields for "Last Name:" and "First Name:", and a "Search Type:" section with radio buttons for "Students", "Advisees", "Both", and "All" (which is selected). At the bottom are "Submit" and "Reset" buttons.

Search Go [RETURN TO MENU](#) [SITE MAP](#)

Student/Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

Summary of the Faculty and Advisors menu

- Many items on the Faculty and Advisors menu are view only, for example, faculty schedule, class lists (rosters), Class Schedule and Course Catalog.
- Some items are for update: posting final grades and grade changes, giving registration overrides to students, and helping them add and drop classes.
- You may also enter office hours and syllabus information for your courses by clicking the appropriate link, entering data, and clicking Submit on the page(s) that come up.

Registration Overrides

As primary instructor for a section, you may permit students to override some, but not all, restrictions for the section. These can be seen in the drop-down list in the image to the right.

Other restrictions like maximum hours limit may be overridden through Enrollment Services.

Search Go RE

Faculty Registration Permits/Overrides

Information for **John Doe**

Registration Overrides

Override	Course
None	None
None	None
None	None
Student Attribute Override	
Capacity Override	
Class Override	
Cohort Override	
College Override	
Co-requisite Override	
Duplicate Course Override	
Level Override	
Major Override	
Pre-Requisite Override	
Instructor Signature Override	
Time Conflict Override	
Wait List Override	

Overrides for the selected student and term.

No schedule available for selected term.

[Return to Previous](#)

Student Permission

Some functions like adding or dropping courses for a specific student can obligate them financially. To protect the student through ascertaining that they are present when you are doing those actions, entry of the student's PIN is required.

At SOU we never request a student's PIN. The student should enter it themselves.

The screenshot shows a web browser window with the URL <https://bandev.sou.edu/souupg/owa>. The page has a navigation bar with three tabs: "Personal Information", "Faculty Services", and "Employee". Below the navigation bar is a search section with a text input field, a "Go" button, and links for "SITE MAP" and "HELP". The main heading is "Faculty Student PIN". Below this, it says "Information for John Doe". A message states: "Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student." There is a label "Student PIN:" followed by a masked input field containing six dots. A "Submit" button is located below the input field. At the bottom right, there is a link "[ID Selection]". The footer includes the text "RELEASE: 8.1.1" and "© 2016 Ellucian Company L.P. and its affiliates."

Add or Drop Class

Once the student has entered their PIN, then the process for adding and dropping is the same process that students use.

The Class Search button takes you to a page where you can enter search criteria, find matching courses, and return with a CRN which populates in the Add Classes Worksheet, then click **Submit Changes**.

The screenshot shows a web browser window with the URL <https://bandev.sou.edu/souu>. The page title is "Add or Drop Classes". The user is logged in as "123456789 Jane Smith" for the "Summer 2016" term, with a session time of "Jun 17, 2016 11:57 am".

Navigation tabs include "Personal Information", "Faculty Services", and "Employee". A search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP" are at the top.

The main heading is "Add or Drop Classes". Below it, a message states: "Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes." It also notes: "You may choose Class Search to review the class schedule."

Information for "John Doe" is displayed.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 17, 2016		8806	ART	255	0	Undergraduate	4.000	Graded		Introduction to Ceramics

Summary statistics:

- Total Credit Hours: 4.000
- Billing Hours: 4.000
- Minimum Hours: 0.000
- Maximum Hours: 99.000
- Date: Jun 17, 2016 11:57 am

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Buttons: Submit Changes, Class Search, Reset

Final Grades

Grades cannot be entered until Enrollment Services opens grade entry near the end of the term.

You can only enter final grades for courses where you are listed as the primary instructor. If you believe you should be able to enter the grades but cannot, Enrollment Services manage the data which controls this functionality.

The grades on the drop-down list will be limited to those valid for the specific course you are looking at. For instance, if it is P/NP only that is all you will see.

Personal Information Faculty Services Employee

Search Go

RETURN TO MENU SITE MAP HELP

Final Grades

"John Doe"
Jun 09, 2016 09:20 am

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.
Click on the Help link to see a description of grades used here at SOU.

Course Information
Academic English ESOL Students - ENG 103 0
CRN: 7145
Students Registered: 10

Please submit the grades often. There is a 999 minute time limit starting at 09:29 am on Jun 09, 2016 for this page.

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			4.000	**Registered** Mar 28, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	9
2			4.000	**Registered** Mar 22, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	7
3			4.000	**Registered** Apr 04, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	11
4			4.000	**Registered** Mar 30, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	10
5			4.000	**Registered** Feb 26, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	1
6			4.000	**Registered** Mar 14, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	5
7			4.000	**Registered** Mar 11, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	4
8			4.000	**Registered** Mar 18, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	6
9			4.000	**Registered** Mar 23, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	8
10			4.000	**Registered** Feb 26, 2016	None ▼ N	<input type="text"/>	<input type="text"/>	2

Submit Reset

Please submit the grades often. There is a 999 minute time limit starting at 09:29 am on Jun 09, 2016 for this page.

Grade Changes

After grades have rolled to Academic History (become part of transcript rather than registration) they can't be changed on the Final Grades page, instead, they are updated in Academic History using the Grade Change Worksheet.

Select the New Grade for each student, then click the **Submit** button.

Grade Change Worksheet X

https://bandev.sou.edu/souupg/owa/SOU_FacGrdChg.P_FacGrdChg

Personal Information
Faculty Services

Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT

Grade Change Worksheet : Winter 2016

- Enter changes to grades, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).
- Click on [help](#) to see a description of grades used at SOU.

Please submit the grades often. There is a 999 minute time limit starting at 12:15 pm on Jun 17, 2016 for this page.

Course Attributes

Title: Calculus I

Course: MTH 251 - RDH

CRN: 5022

Students Registered: 6

Grade Changes

Record Number	Student Name	Credits	Registration Status	Orig Grade	Rolled Grade Mode	New Grade
1	Names Removed	4.00	**Registered** Feb 15, 2016	M	Y Graded	None ▼
2		4.00	**Registered** Feb 26, 2016	M	Y Graded	None ▼
3		4.00	**Registered** Feb 26, 2016	M	Y Graded	None ▼
4		4.00	**Registered** Feb 26, 2016	M	Y Graded	None ▼
5		4.00	**Registered** Feb 26, 2016	M	Y Graded	None ▼
6		4.00	**Registered** Mar 01, 2016	M	Y Graded	None ▼

Submit
Reset

Please submit the grades often. There is a 999 minute time limit on this page.

Class Roster

Shown is a Summary Faculty Class List

If you prefer a different CRN or Term, set them by choosing Term Selection and CRN Selection menu items before coming here.

You can email individual students or the entire class. Email will go to the students' SOU email addresses.

A Detail Faculty Class List is similar but has more information about each student including their current curriculum.

Personal Information Faculty Services Employee

Search Go RETURN TO MENU SITE MAP HELP

Summary Faculty Class List 123456789 Fred Flintstone
Spring 2016
Jun 22, 2016 11:23 am

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
High Intermediate Writing - IEP 054 0
CRN: 6571
Duration: Mar 28, 2016 - Jun 10, 2016
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	2	18
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1			**Registered**	Undergraduate	0.000	Enter	
2	student info "hidden"		**Registered**	Undergraduate	0.000	Enter	

Email class

Return to Previous

[Term Selection | CRN Selection | Detail Class List | Final Grades | Faculty Detail Schedule | Detail Wait List | Summary Wait List | Class List

Waitlist

A waitlist shows the students who wish to enroll but can't because of space limitations.

This is a Summary Faculty Waitlist. The Detail Faculty Waitlist is much the same but also shows curriculum information (level, class, program, major, etc.)

As primary instructor for the section you may grant a capacity override to a specific student to allow them in despite the section being full.

The screenshot shows a web browser window with the URL <https://bandev.sou.edu/souup>. The page title is "Summary Faculty Wait List". The interface includes a navigation bar with tabs for "Personal Information", "Faculty Services", and "Employee". A search bar with a "Go" button is present. The page content is divided into several sections:

- Summary Faculty Wait List**: Includes a user ID "123456789 Fred Flintstone", the semester "Spring 2016", and the date "Jun 22, 2016 11:47 am".
- Instructions**: A note states that an asterisk will appear next to a field if any of the following conditions exist:
 - The student has more than one major or department in the primary or secondary curriculum.
 - The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.A note also states: "If the word Confidential appears next to a student's name, the personal information is to be kept confidential."
- Course Information**:
 - Elementary Vocab/Communication - IEP 022 0**
 - CRN:** 6577
 - Duration:** Mar 28, 2016 - Jun 10, 2016
 - Status:** Active
- Enrollment Counts**: A table showing enrollment statistics.
- Summary Wait List**: A table listing students on the waitlist.

	Maximum	Actual	Remaining
Enrollment:	20	1	19
Wait List:	0	0	0
Cross List:	0	0	0

Student Name	ID	Reg Status	Level	Credits
Public, John Q	987654321	Wait List	Undergraduate	0.000

At the bottom, there is a link "Email wait listed students" with an envelope icon and a "Return to Previous" link.

Class List Download to Excel or Word

Download an extract of the selected fields for each person in the class list in Excel format.

Click the check box by each desired field, choose display type and order, and click **Submit**.

The screenshot shows a web browser window with the URL <https://bandev.sou.edu>. The page title is "Class List Download to Excel or Word". The browser's address bar shows the URL and a tab titled "Class List Download to Excel...". The page has a navigation bar with links: "Personal Information", "Faculty Services", and "Employee". Below the navigation bar is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP". The main heading is "Class List Download to Excel or Word". Below this is a note: "Please select at least one field to display, the column and sort order, the display type, and whether or not you want a border. Click the **Submit** button when finished." A disclaimer follows: "If the word Confidential appears next to a student's name, no information about the student may be disclosed, including whether or not they attend SOU." The form is divided into sections: "Course Information" (High Intermediate Writing - IEP 054 0, CRN: 6571, Duration: Mar 28, 2016 - Jun 10, 2016, Status: Active), "Enrollment Counts" (Maximum Actual Remaining table), "Field Selection" (checkboxes for Student ID, Student Name, Class, Major 1, Major 2, Email, Phone, Registration Status, Registration Date, Math Placement Level, Math Override Level, Math Transfer Level, Arithmetic Test Placement Score, Elementary Algebra Score, College Level Math Score), "Column and Sort Order" (radio buttons for Name/ID, ID/Name), "Display Type" (radio buttons for MS-Excel, MS-Word), "Border Option" (radio buttons for No Border, Border), and "Include Wait List?" (radio buttons for Yes, No). A "Submit" button is at the bottom. At the bottom right, there are links for "[Term Selection | CRN Selection]".

Search Go RETURN TO MENU SITE MAP HELP

Class List Download to Excel or Word

Please select at least one field to display, the column and sort order, the display type, and whether or not you want a border. Click the **Submit** button when finished.

If the word Confidential appears next to a student's name, no information about the student may be disclosed, including whether or not they attend SOU.

Course Information
High Intermediate Writing - IEP 054 0
CRN: 6571
Duration: Mar 28, 2016 - Jun 10, 2016
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	2	18
Cross List:	0	0	0

Field Selection

Student ID: ☐
Student Name: ☒
Class: ☒
Major 1: ☐
Major 2: ☐
Email: ☐
Phone: ☐
Registration Status: ☐
Registration Date: ☐
Math Placement Level: ☐
Math Override Level: ☐
Math Transfer Level: ☐
Arithmetic Test Placement Score: ☐
Elementary Algebra Score: ☐
College Level Math Score: ☐

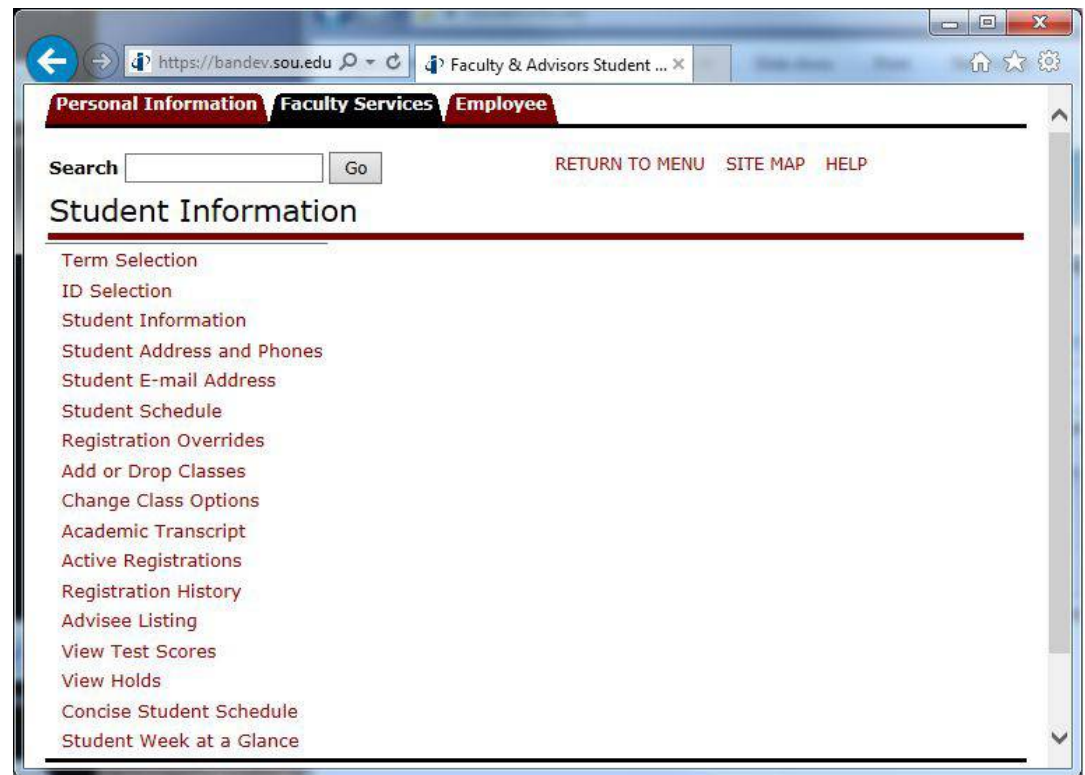
Column and Sort Order: ☒ Name/ID ☐ ID/Name
Display Type: ☒ MS-Excel ☐ MS-Word
Border Option: ☒ No Border ☐ Border
Include Wait List?: ☒ Yes ☐ No

[Term Selection | CRN Selection]

The Student Information Menu

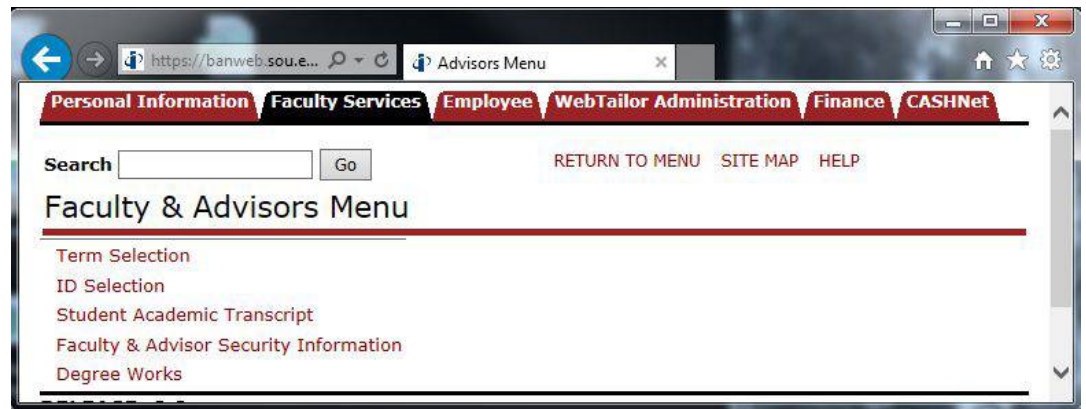
The Student Information menu in Banner Faculty & Advisor Self-Service overlaps much with the Faculty and Advisors menu. It is arranged for an advisor's use rather than an instructor's use omitting instructor information and replacing it with student information.

Some links are the same and function identically.



Faculty & Advisors Menu

The **Faculty & Advisors Menu** is small. The contents are for advising purposes: term and ID selection, student transcript (presented in a Self-Service page), and access to Degree Works to assess student progress towards completing degree requirements.



Resources

- Documentation: <https://inside.sou.edu/it/banner/ss-faculty.html>
- Email banner-self-service@support.sou.edu