MARIST
Center for Advising & Academic Services

The “How To” Guide for Banner Self Service

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HOW TO LOG INTO my.Marist.edu

Enter Marist ID and password

Click on Faculty & Advisor Tab

Click on Banner Self Service

Click on Faculty and Advisors
HOW TO ENABLE AN ADVISEE

To enable a student, follow steps to log on Banner Self Service, Faculty and Advisor Tab then...

Click on Term Selection

You then can access your Faculty and Advisor resources from here.
Select appropriate term and click **Submit**

Click on Student Information Menu

Click on ID Selection

**On a different note:** You can view a list of all your advisees by clicking here. A list of their emails can be found at the bottom of this list.
Type in Student CWID # or Name if no CWID # available

Click Submit

Once name appears, click Submit

Then click on View Holds
You can also pull up your advisee listing and select a student from the list and view their holds. Keep in mind only students who are registered for the current term will appear on your advisee listing.