Banner 9: General Student Information

About The Forms

SGASTDQ – This is the General Student Summary form. It is a query form which displays all general student records on file for any current Montclair State University student.

SGAADVR – This is the Multiple Advisors form. This form allows us to track multiple advisors and advisor types for any student by term.

SGASADD – This is the Student Attributes form.

Accessing the General Student Summary (SGASTDQ) Form

1. Navigate to the SGASTDQ form from the Landing Page

2. Click the Search lookup in the ID field

   ![Welcome](Welcome.png)

   ID: [...]

   Go

   This will open the SOAIDEN Person Search form.

   3. Enter the search criteria in the appropriate field(s)
   4. Click Go to execute the query
5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click SELECT
6. Click GO to execute the query
7. Use the Next Section and Previous Section button to navigate through the form

Accessing the Multiple Advisors (SGAADVR) Form

1. Navigate to the SGAADVR form from the Landing Page

2. Click the Search lookup in the ID field

This will open the SOAIDEN Person Search form.

3. Enter the search criteria in the appropriate field(s)
4. Click Go to execute the query
5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**

6. Click the **search** in the **Term** field

7. Click **List of Term**
8. Click on a term and click on **OK**
9. Click **GO** to execute the query

**Accessing the Student Attributes (SGASADD) Form**

1. Navigate to the **SGASADD** form from the Landing Page
2. Click the **Search** lookup in the ID field

This will open the **SOAIDEN** Person Search form.

3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query

5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
6. Click **List of Term**
7. Click on a term and click on **OK**
8. Click **GO** to execute the query
9. Navigate through the form using **Next Section** and **Previous Section**

**Note:**

- The ‘From’ and ‘To’ terms determine the effective dates for the attribute. If the ‘To’ term is not 9999999, there are other attribute records which exist in a later term.
- To view the later attributes, click **Start Over** and enter the term that matches the “To Term” in the key block.