Follow these steps to view Academic Transcripts in Student Self Service Banner (SSB):

1. Open Internet Explorer

2. If your home page does not default to the GVSU home page, go to the following address at the top of the screen: http://www.gvsu.edu – the following page will display:

   ![Internet Explorer Screen](image)

3. Click on the Faculty & Staff tab, run your cursor down the menu and click the My Banner option and the following screen is displayed (left):

   ![My Banner Screen](image)

4. Click on the Banner Self Service option and the login screen is presented.

5. Type your User ID (G-number) and PIN and click the Login button.

   - **User ID**: 9 digit number preceded by G for all persons on file in Banner
   - **PIN**: 6 digit number; changed by user upon initial SSB system access

6. Click the Faculty & Advisors menu option (or the Faculty Services tab) as displayed below left, to display the Faculty and Advisors menu (below right):

   ![Faculty & Advisors Menu](image)
7. Click on the View Student Records menu option (above right) and the Student Search menu option (below left) to find the student for which a transcript will be requested. SSB Banner automatically returns the Select Term menu (below right) if a term has not already been selected earlier in the session.

8. Select a term from the drop down menu, click the Submit button and SSB automatically returns the Student and Advisee ID Selection menu as demonstrated below.

Can’t remember a Student ID number or how to spell their name? Use the wildcard functionality (%) and search for it.
9. Type the Student or Advisee number (G-number) in the search box if known, OR perform a search using Last Name or First Name and click the Submit button.

10. SSB Banner returns the Student Verification screen to confirm student selection; click the Submit button if the proper student has been identified (above) and the Student Records menu is returned (below left).

11. Select Transcript Level (defaults to All Levels) and Transcript Type (only option is Advising) from the drop-down menus and click the Display Transcript button to view transcript information as displayed in the sample below.

The top of the online transcript shows current program, awarded degrees, major, minor and concentration information. Scroll down the report to view each section or click on each section link to jump to the desired section of the transcript.
Transfer grades are preceded by a “T” and are \textbf{not} included in overall GPA.

Institution Credit section includes courses taken at Grand Valley.

Overall Attempted Hours include transfer attempted hours. Passed Hours and Earned Hours will always be the same at GVSU.