

Creating an Instructor Record [SIAINST]

- SIAINST is used to designate a person as an Instructor in Banner.
- You cannot assign an instructor to a Section/CRN unless they exist in SIAINST.

Enter the UIN and Term, then Go.

To perform a search by name: Tab from the ID field and a blank box will appear. Search by Last Name, First Name.

Faculty/Advisor Information SIAINST 9.3.5 (BANPROD) (1UIUC)

ID: Term: 120191

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Status: A (active)

Status Date: Auto-populates

Faculty: Checkmark Box

Save: Use Save button or F10

You can move through the screens and enter more detailed information i.e. College, Department, etc.

Faculty/Advisor Information SIAINST 9.3.5 (BANPROD) (1UIUC)

ID: Snook, Rebecca L. Term: 120191

FACULTY MEMBER BASE DETAILS

From Term 120188 Maintenance To Term 999999

Status * A Active

Status Date * 10/12/2018

Faculty Advisor

Appointment Date

Category Staff Type Workload Rule

SAVE