Banner 9 Section Maximum

This document will updating the section maximum seats on SSASECT in Banner 9.
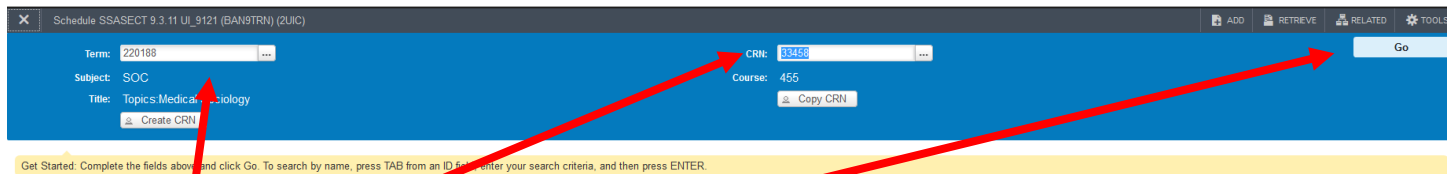

1. Log into Banner by entering in your NetID and Password:

The landing page will display
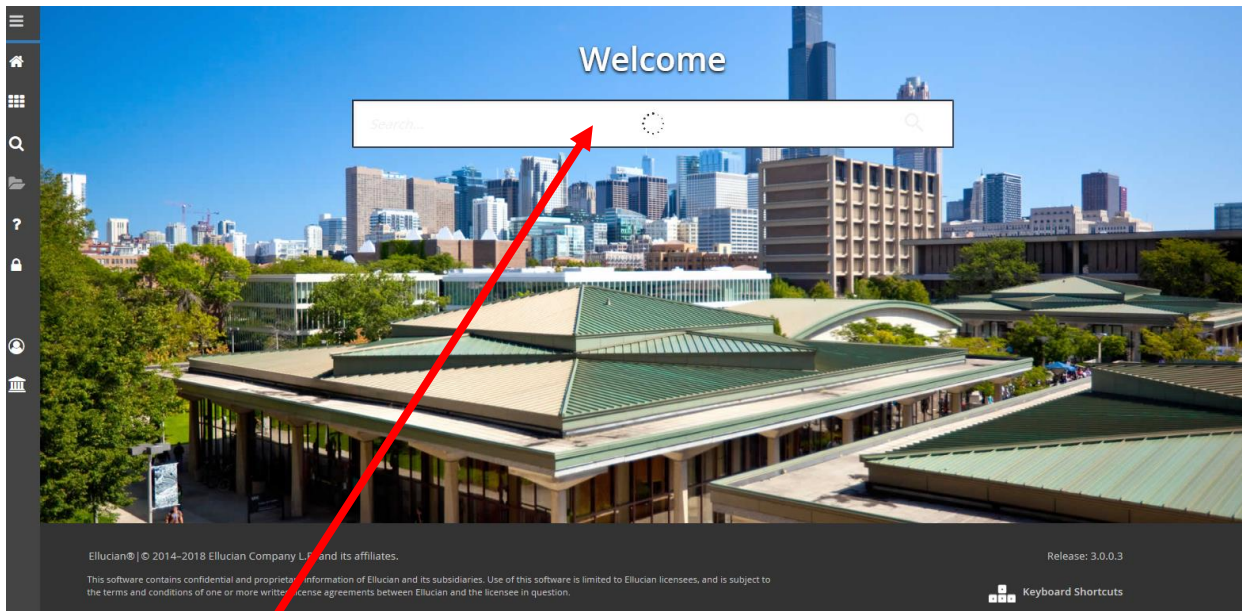
2. Enter SSASECT in the Search box under Welcome.

3. Enter Term, CRN and click Go.

4. Click on Section Enrollment Information.

5. Enter the new Maximum and Click Save.
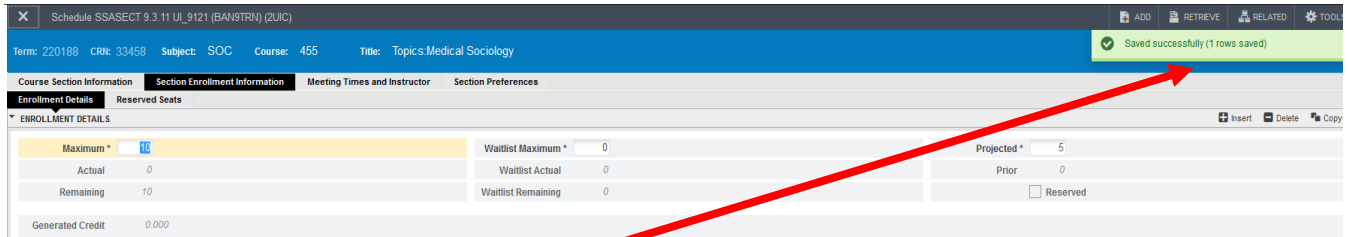
6. If saved the message "Saved successfully (1 rows saved)" will appear in the notifications.
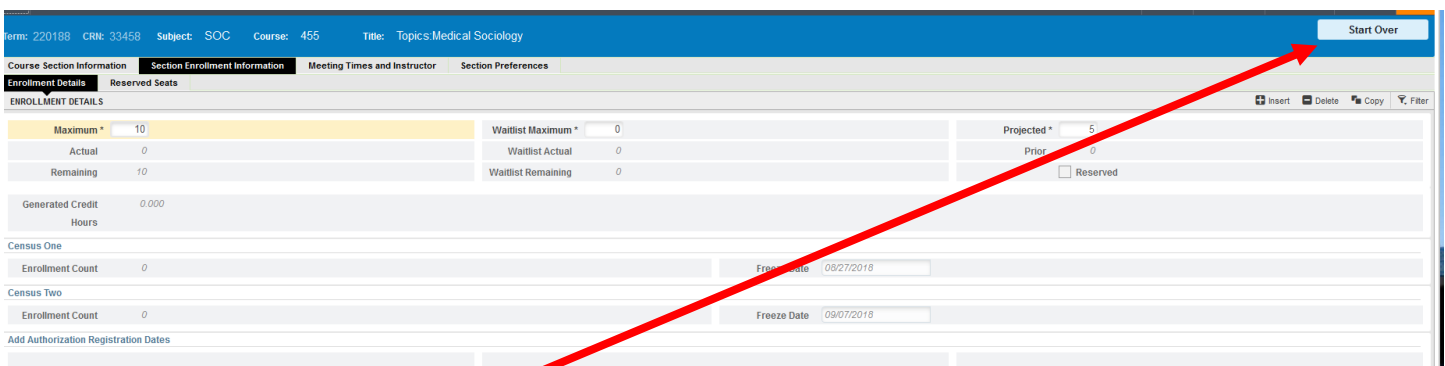
Change another record:

1. Click on the number in the notification center to remove the notification from the webpage.

2. Click on Start Over.

3. Enter Term, CRN and click Go.

4. Repeat steps 4 -6.