

How to Remove Advising Pins in Self-Service Banner (SSB)

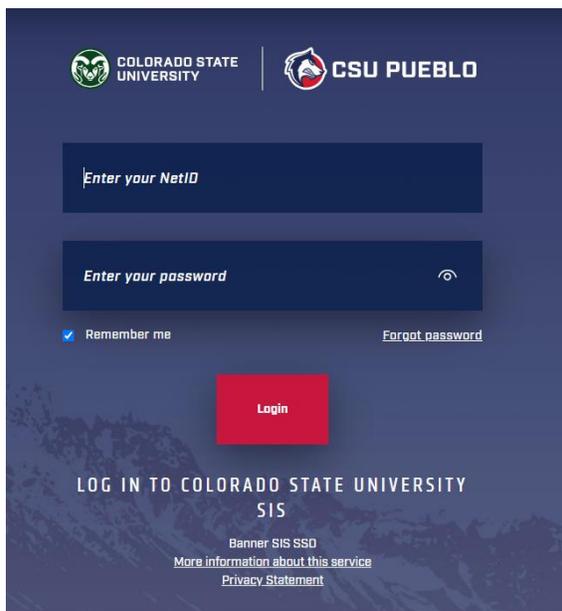
Important

- Access to register for classes is in [PAWS](#) under the **Banner** Module.
- For questions, please contact the Registrar's Office at 719-549-2261 or csup_registrar@csupueblo.edu.

Logging into Banner Self Service

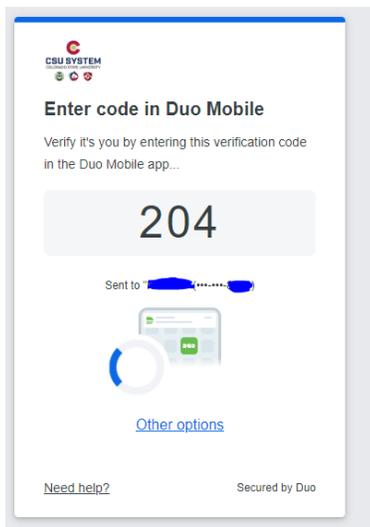
DUO Two-Factor Authentication

1. After clicking the **Banner** module in PAWS, enter your login credentials.



The screenshot shows the Banner SIS SSO login page. At the top, there are logos for Colorado State University and CSU Pueblo. Below the logos, there are two input fields: "Enter your NetID" and "Enter your password". The password field has an eye icon to toggle visibility. Below the input fields, there is a "Remember me" checkbox (checked) and a "Forgot password" link. A red "Login" button is centered below these options. At the bottom of the page, it says "LOG IN TO COLORADO STATE UNIVERSITY SIS" and "Banner SIS SSO". There are also links for "More information about this service" and "Privacy Statement".

2. Using the DUO app on your phone, enter the code that appears on screen



The screenshot shows the Duo Mobile app interface. At the top, there is the CSU SYSTEM logo. Below it, the text reads "Enter code in Duo Mobile" and "Verify it's you by entering this verification code in the Duo Mobile app...". A large grey box displays the verification code "204". Below the code, it says "Sent to" followed by a blurred phone number. There is an icon of a smartphone with a green checkmark. Below the icon, there is a link for "Other options". At the bottom left, there is a link for "Need help?". At the bottom right, it says "Secured by Duo".

Faculty and Advising Options

1. Once logged in, click "Remove Advising PIN"

Faculty and Advising Options

Hello [Redacted]

Welcome to Self Service Banner (SSB). For training how to use SSB, Advisors and Faculty have been given access to the Blackboard course Banner Professional Learning. If you are not seeing this course in Blackboard, please contact Carol Larson

From here, depending on your faculty or advising role you may have access to one or more of the modules:

- Advising Student Profile
- **Remove Advising PIN**
- View Student Schedule
- Registration Approvals and Overrides
- Class Lists
- Faculty Course Detail
- Faculty Week at a Glance (Teaching Schedule)
- Browse Course Catalog
- Grade Entry

Remove Advising PIN

1. Select the Term which you would like to remove the Advising Pin.
2. Select the mode to filter your list of students. Please note, the students that appear will vary depending on your role at the University.

Select Term:

Select Mode:

Search by Last Name:

Search by First Name:

Search by ID:

3. Search for your student by Last Name, First Name and/or ID. Do not include "C" if searching by ID.
4. Your search results will appear below. To remove a pin, click the row of the student who needs their pin removed so that it is highlighted. Then click the "Delete Select PIN" button in the bottom right corner, followed by clicking "Save".

All Students

ID	First Name	Middle Name	Last Name	PIN
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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Delete Selected PIN Save

Questions?

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