

What can I see in SSB?

Once inside SSB, you can view a variety of information. You may or may not see the Student Tab.

Personal Information

Update addresses, contact info

Student

Apply for Admission, Register, .

Faculty and Advisors

Enter Grades and Registration .

Employee

Time sheets, time off, benefits

Personal Information: This is where you can change your security question, view your information (such as address and email), update additional email addresses, view your emergency contacts, get info about changing your name and social security number, and change your PIN.

Student: This is the student menu. Students may apply for admission, review their application, check on registration status, class schedule, add and drop classes, select a meal plan and parking permit from this area. They may also view their holds, grades, and transcripts (this is how students view their transcript as a student. The transcript they see is the same one you see). They can also review their student account and perform tasks such as confirming enrollment and make credit card payments.

Faculty and Advisor Services: This is the most important area when looking up class information or student information. This is also where faculty will input grades, LDA, and see their advisee information.

Employee: This is where you can view your benefits and deductions, such as health and retirement enrollments, beneficiary information, and your benefit statement. You can also view your Direct Deposit allocation, pay stubs, tax forms and information, your jobs summary, and leave balances.

NOTE: Make sure to log out of SSB when you have finished your session. Another person who finds the computer unattended will be able to view info intended to be kept confidential (such as your pay stubs, deposit info, student information, etc...).

