# Banner 9 Self-Service
SSB9

This guide provides an overview of how to navigate the **Faculty Module** within the SSB9 platform. The Faculty module provides access to the following information:

- [Accessing the Faculty Module](#)
- [Viewing the Faculty Detail Search](#)
- [Viewing the Advisee Search](#)
- [Viewing the Course Search Dashboard](#)
- [Viewing the Waitlist Summaries](#)

Accessing the Faculty Module

1. To access the SSB Faculty module, navigate to **myLU.Liberty.edu** and sign in using your Liberty credentials.
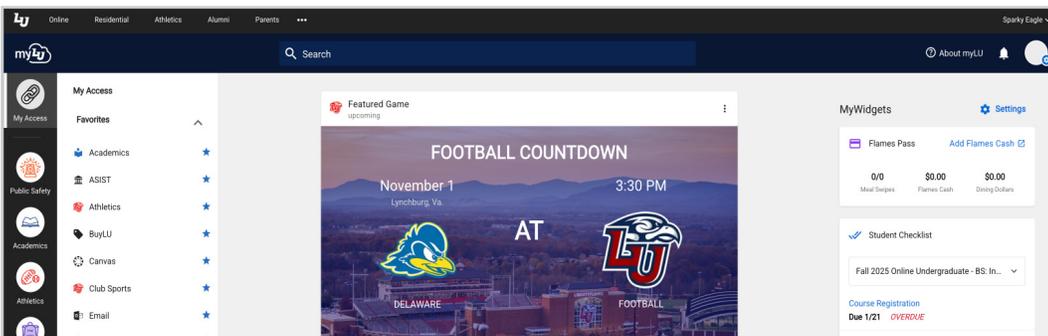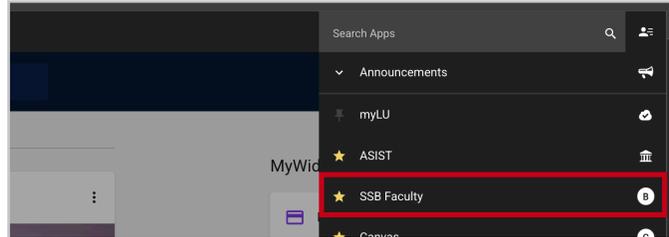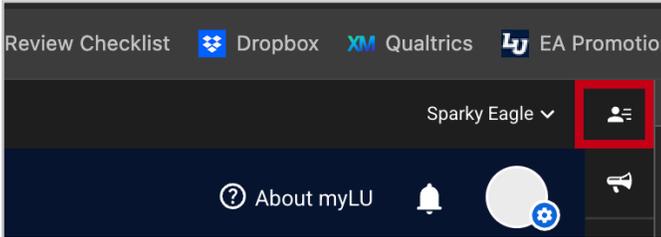

2. You can access the **SSB Faculty** module in two ways:
   - **Option 1 : Use the Search Bar**
     - Locate the search bar at the top of the page
     - Type **SSB Faculty**
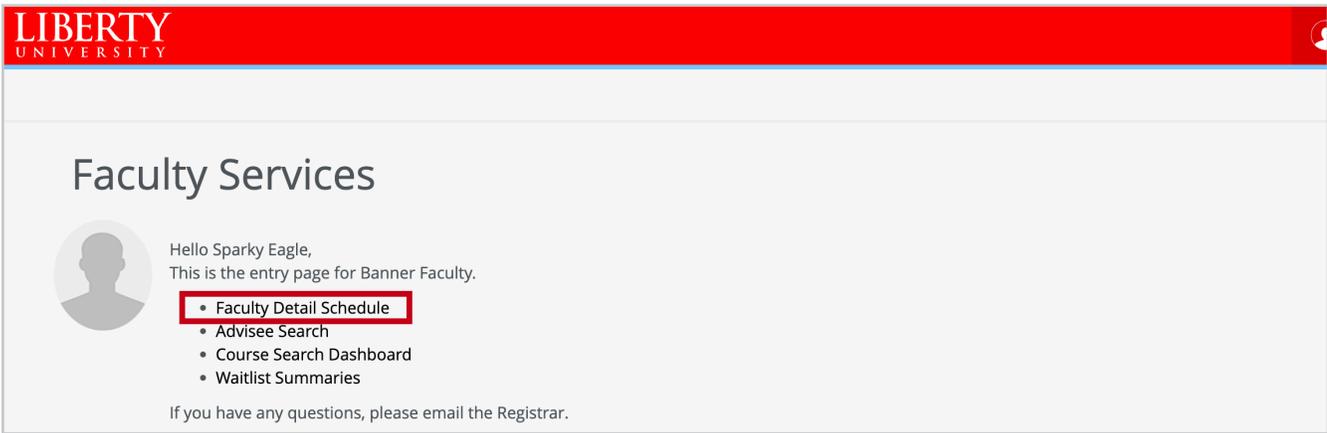   - Select the module from the search results
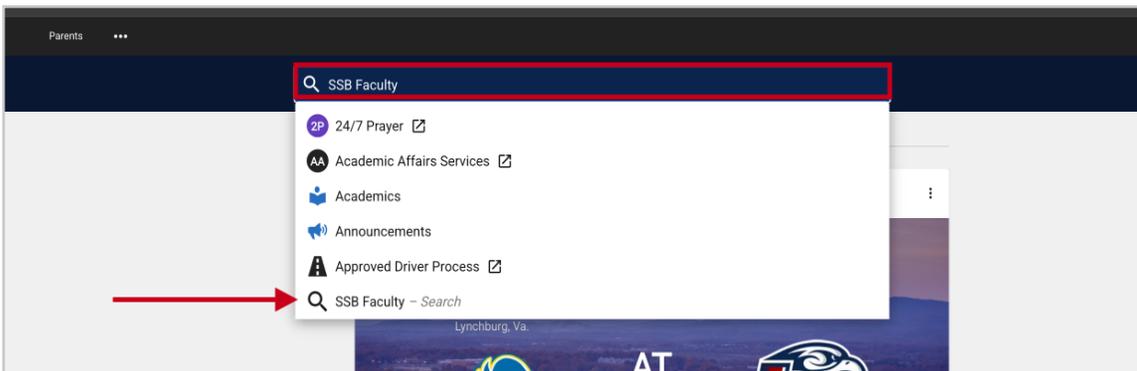
- **Option 2 : Use the Global Header**
  - Click the **Global Header** menu
  - Select **SSB Faculty** from the list
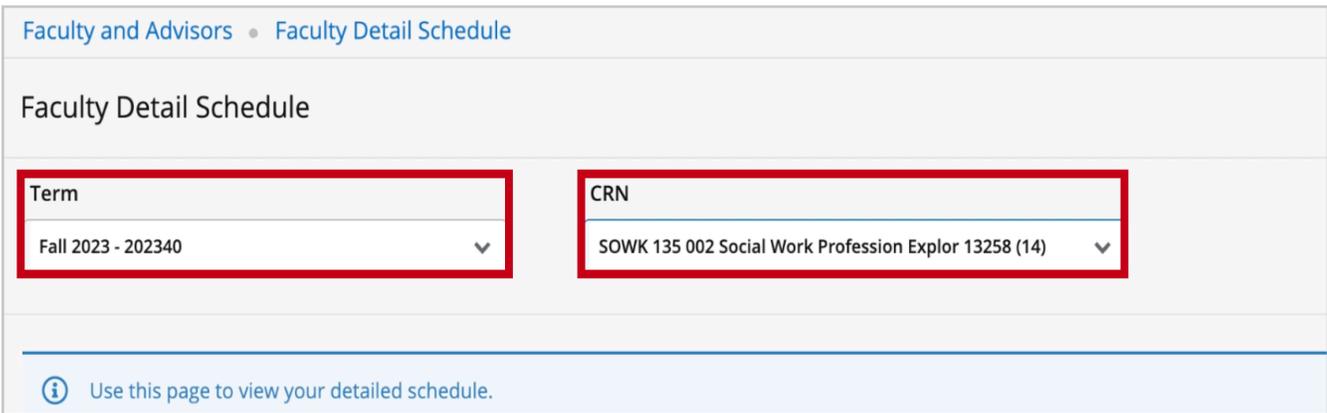 - Select the module from the search results

Viewing the Faculty Detail Schedule

1. In the SSB Faculty Services module, click **Faculty Detail Schedule** to review faculty course details.

2. Select a **Term** and **CRN** from the dropdown menus to view your detailed schedule.

3. Your schedule details show:
   A. **Course Information**
   B. **Scheduled Meeting Times**
   C. **Enrollment Counts**
   D. **Registration Authorization Codes**

Faculty and Advisors • Faculty Detail Schedule

Course : SOWK 135 002 Social Work Profession Explor 13258 **A**

Associated Term	CRN	Status	Available for registration
Fall 2023	13258	Active	03/20/2023 - 08/25/2023

College	Department	Part of Term	Credits
School of Behavioral Sciences	Department of Social Work	R	3

Campus	Override	Instructional Method	Roster
Resident	No	Multiple Sites	

Course Level
Undergraduate

Scheduled Meeting Times **B**

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	15:15	16:55	Wed	Arthur S. DeMoss Learning Cntr 4364	08/21/2023	12/15/2023	Lecture	✉ Bernard PhD (P) ✉ Cox Zion Cross Selent ✉ Wright

Enrollment Counts **C**

	Maximum	Actual	Remaining
Enrollment	16	14	2
Cross List	0	0	0

Results found: 2 |< < Page 1 of 1 > >| Per Page 100 ▼

Registration Authorization Codes **D**

Authorization Code	Code Active	Student ID	Student Name	First Assigned Date
		No Data Found		

Results found: 0 |< < Page 0 of 0 > >| Per Page 100 ▼

4. To return to the **Faculty Services** module, click the **Liberty University** icon in the header.

Home | myLU   ADP TimeSaver   My Requested Items   Hub - Planner
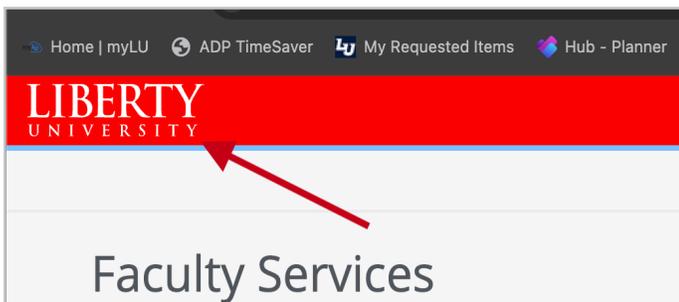
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U N I V E R S I T Y

Faculty Services

1. Click **Advisee Search** to look up your advisee's information.

2. Select a term from the **Term** dropdown menu.
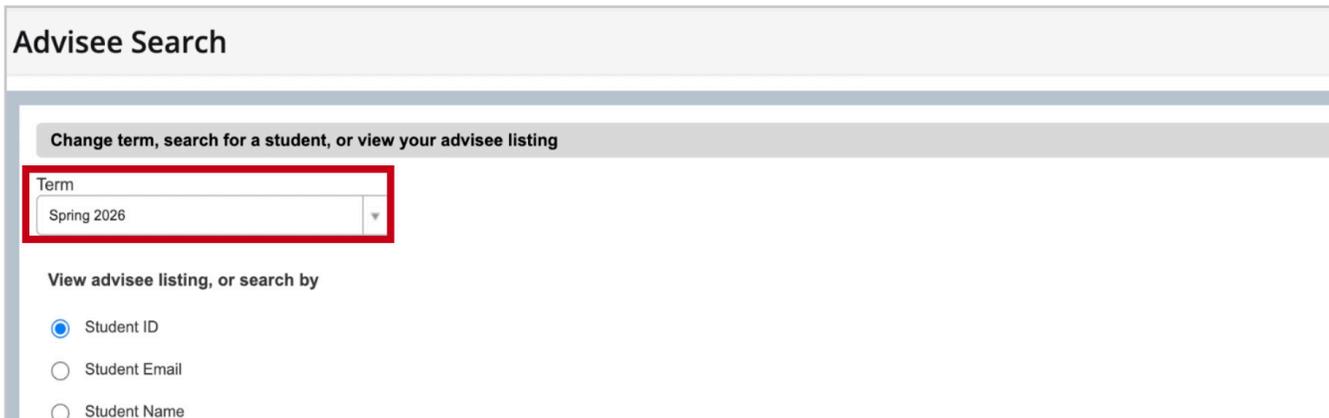
3. Enter the student's LUID in the **Student ID** field.
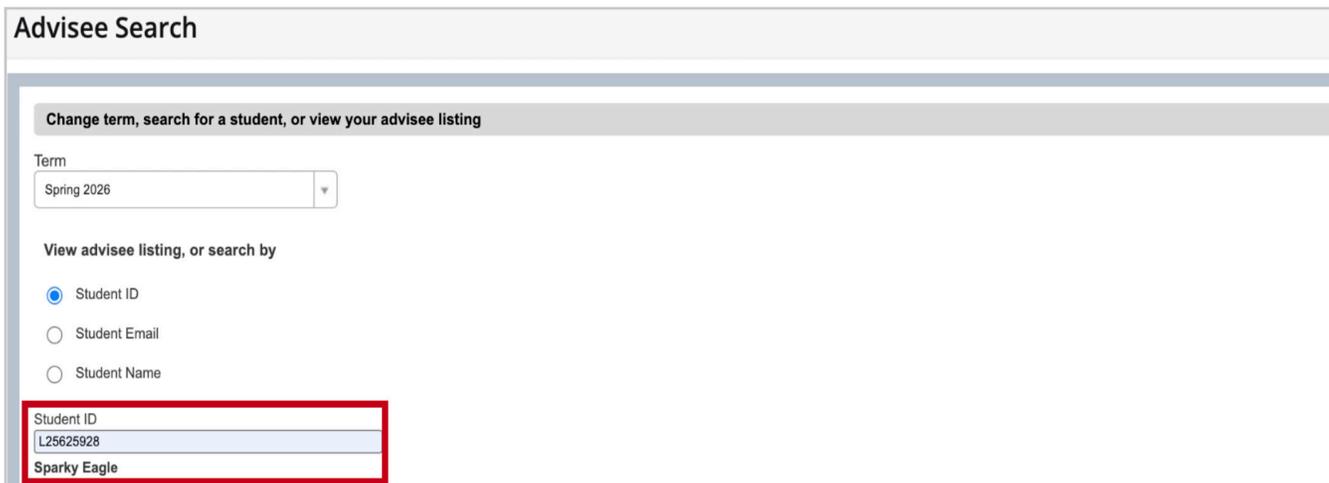
4. Click **View Profile**.

5. The **Student Profile** displays key student information.

6. To view additional academic information, click **Academic Transcript**.

7. You can review the student's degree details, clicking **Registration and Degree Audit**. This will launch the **Course Registration Tool**, allowing you to impersonate a student to review those details.

8. To impersonate a student, click your **Name** in the top right corner and select **Impersonate**.

9. Enter the student's **LUID** and click **Impersonate User**.

10. Click **Completion Plan** from the top of the page.

11. The **Registration and Degree Audit** will show details like courses that are **Still Needed** and **Complete**.

1. Click **Course Search Dashboard** to view all available courses and course information.

2. To sort which courses are displayed, use the **filters** menu on the right side of the page.

1. Click **Waitlist Summaries** to view enrollment information for upcoming terms.

2. You will see information such as:
   A. **Current Enrollment**
   B. **Seats Available**
   C. **Waitlist Capacity**
   D. **Current Waitlist**

Need Assistance?

If you need assistance completing this process or have questions about the SSB9 Faculty Services module, please contact the Registrar at Registrar@Liberty.edu.