

# **Banner 9 Self-Service**

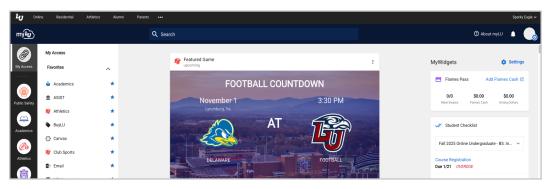


## SSB9

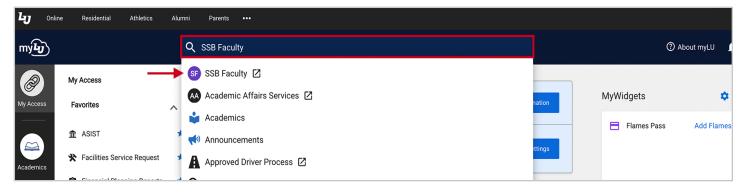
This guide provides an overview of how to navigate the SSB Faculty module within the SSB platform.

#### **Accessing the Faculty Module**

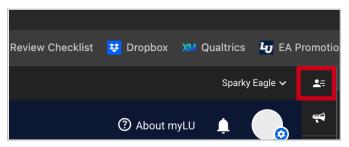
1. To access the SSB Faculty module, navigate to **myLU.Liberty.edu** and sign in using your Liberty credentials.

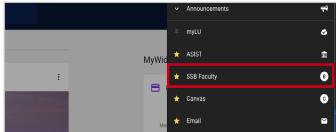


- 2. You can access the SSB Faculty module in two ways:
  - Option 1: Use the Search Bar
    - Locate the search bar at the top of the page
    - Type in SSB Faculty
    - Select the **SSB Faculty** module from the search results



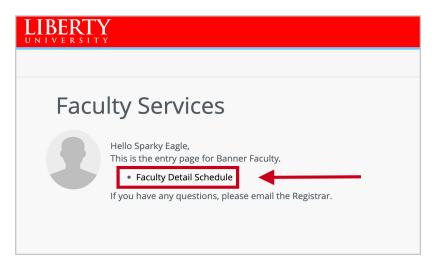
- Option 2: Use the Global Header
  - Click the Global Header menu
  - Select SSB Faculty from the list



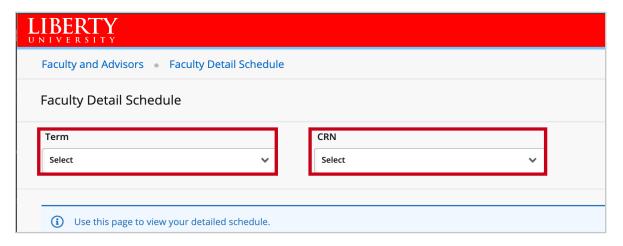


#### **Viewing Faculty Detail Schedule**

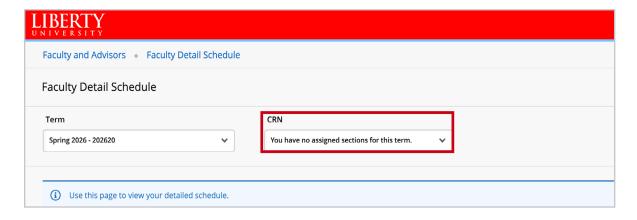
1. In the SSB Faculty Services module, click Faculty Detail Schedule.



2. Select a **Term** and **Course Reference Number (CRN)** from the dropdown menus to view your detailed schedule.

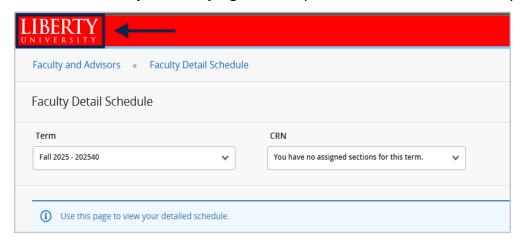


Note: If you select a Term and do not have any assigned sections, you will see a message that reads 'You have no assigned sections for this term'.



SSB 9 - Faculty Services 2

3. Click the **Liberty University** logo in the top header to return to the Faculty Services module.



### **Need Assistance?**

If you need assistance completing this process or have questions about the SSB Faculty Services module, please contact the Registrar at <a href="mailto:Registrar@Liberty.edu">Registrar@Liberty.edu</a>.