Using the Banner Self-Serve (SSB) Channel

The Banner Self-Serve (SSB) channel in myCuesta allows any Cuesta College employee access to that individual’s personal information (including benefits and deductions, job history, leave balances, and more) by linking directly with Banner, Cuesta's administrative system. With Banner Self-Serve one can only view their information and no one else's. This document will explain how to set up and use the Banner Self-Serve channel.

With Banner Self-Serve you can view (and sometimes alter) your Personal and Employee information. Options include:

- **Personal Information**
  - Update Marital Status
  - Change Name and SSN Information
- **Employee**
  - Benefits and Deductions
  - Job History
  - Leave Balances
  - Pay Information
  - Access Tax Forms

**How to View a Banner Self-Serve Form**

- Click any **folder icon** in the Banner Self-Serve channel to expand (or collapse) a listing of the “contents” of that folder.
- Click any **form icon** in a folder to display that form.

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**For example**, to view the Leave Balances form you would do the following:

1. At the Banner Self-Serve channel, click the **Banner Self Serve** folder.
   
   The folder will expand revealing two subfolders.
2. Click the Employee folder.
   The folder will expand revealing several subfolders and forms

3. Click the form, Leave Balances.
   The Leave Balances form will open.

How to Exit a Banner Self-Serve Form
- Click the back to… link in the upper left corner of the screen.
  The denoted myCuesta tab will be redisplayed.

NOTE: There are additional ways to navigate Banner Self-Serve. Once a form is displayed you can use tabs (at the top left of the screen) and links (at the top and bottom of the screen) to locate and display other forms.