Student Self-Service Guide

This guide is a quick reference on how to initiate and complete common tasks in Self-Service (Banner 9).

How do I....
Students can access Self-Service through AppalNet.

1. Navigate to appalnet.appstate.edu and click Log into Self-Service.

2. Enter your App State credentials and authenticate through DUO to be directed to the Self-Service homepage.
1. Click on the **Student Profile** tile under the **Student** tab.

2. On the **Student Profile** landing page, students can view:

   A. **Bio, General, Graduation information, and Advisors**: This section has information about the student and their academic criteria including their student status, class, graduation information, and advisors.

   B. **Curriculum and Courses**: The **Curriculum, Hours & GPA** section displays curriculum information and any hours earned for the student’s primary and secondary degrees. Currently enrolled in courses are displayed in the **Registered Courses** section.

   C. **Registration Notices**: Displays academic standing, student status, and enrollment status.

   D. **Holds**: Displays any holds associated with the student for the selected term.

1. Click the arrow to the right of **Curriculum, Hours, & GPA** to uncollapse this section.
2. Click the **Hours & GPA** tab under this section to view a detailed GPA view.

Courses for which you are currently registered, are displayed under the **Curriculum, Hours, and GPA** section. Click the arrow to the right of registered courses to uncollapse this section.

*Registration notices* show information about academic standing, enrollment, and student status. These notices outline any academic or financial obligations that need attention before students can register for classes. *Holds* display any holds associated with the student for the current term.

These can be viewed by clicking on the **Registration Notices** or **Holds** drop-down.
By clicking the Term drop-down menu at the top left of the student profile page, you can toggle between the current and previous terms.

See the Additional Links section located in the left sidebar menu to access:

- Self-Service
- DegreeWorks
- Your Unofficial Transcript
- The National Student Clearing House (where students can order an official transcript or enrollment verification)
1. Click the **Prepare for Registration** link to check your registration status.

2. Click **Select a Term** and then **Prepare for Registration**.

Click the **Account Information** tile under the **Student** tab to view an account summary and details of transactions.
Note: A lot of these are also accessible from the Employee homepage Dashboard as well.

Related Articles

- Banner Self-Service Articles
- Faculty & Staff Self-Service Guide
- Self-Service: Time & Leave Entry
- Self-Service: Web Time Entry for Approvers

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