

Authorizing New Instructors Using SIAINST

Faculty/Advisor Information Form

Use the Faculty/Advisor Information form (SIAINST) to authorize instructors prior to assigning them to a section. This task must be performed before you can assign an instructor to a section.

Additionally, use this form to give faculty, advisors, and others in your department access to the Faculty menu of my.emich.

1. Open the **Faculty/Advisor Information** form by typing **SIAINST** in the **Go box** of the Banner Main menu and pressing the **[Enter]** key on the keyboard.
2. Type the **Employee ID** of the instructor you are looking for in the **ID** field **OR** press the **[Tab]** key to navigate to the **Name** field and type the instructor's name (Example: Last, First).
3. Click the **Next Block** icon on the toolbar.
4. Double-click on the **Status** field to populate it with **AC** (Active Status).
5. Click the **Faculty** field checkbox to select it.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Faculty/Advisor Information form (SIAINST 7.0). The form displays the following fields and values:

- Confidential
- ID: E00008795
- Name: Robertson, Kathryn R.
- Term: 200410
- From Term: 200410
- To Term: 000000
- Status: AC
- Status Date: 17-OCT-2003
- Appointment Date: [empty]
- Category: [empty]
- Staff Type: [empty]
- Workload Rule: [empty]
- Faculty:
- Advisor:

A red box highlights the Status field and the Faculty checkbox. An arrow points to the Faculty checkbox, and a text box labeled "Status Field / Faculty Checkbox" is positioned above the Faculty checkbox.

6. Click the **Save** icon on the toolbar.
7. When you are finished, click the **Exit** icon on the toolbar.