

QUICK REFERENCE GUIDE
Office of the Registrar
Printing Transcripts in Banner 9

1. Batch Printing Instructions
2. Reprinting a Job
3. Print Troubleshooting

Office of the Registrar
Email: regservices@oakland.edu

1. Sign into **Banner Admin Pages**

Banner 9 (XE):

- **Banner Admin Pages**
Click [here](#) for help with DUO two-factor authentication
- **Banner/Recruiter Integration Manager**
- **Event Management Self-Service**

2. Enter your **NetID and Password**

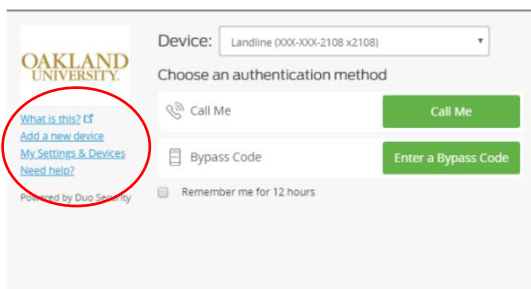
Enter your NetID and Password

NetID:
 @oakland.edu

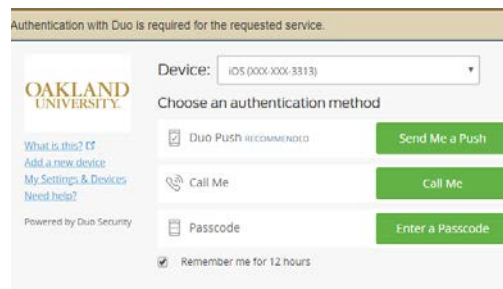
Password:

SIGN IN

3. You will need to set up the **DUO two-factor Authentication** in My Setting and devices

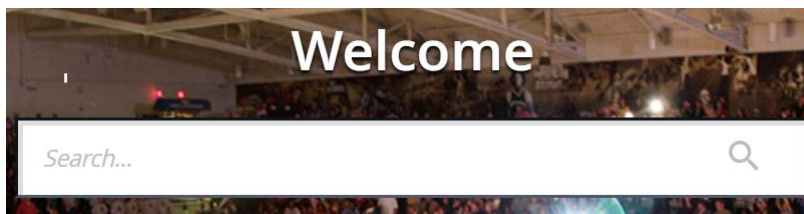


Before



After

4. Once the DUO Authentication is complete you will see this screen




5. Follow Instructions below

Transcript Batch Printing Instructions

1. SOADEST

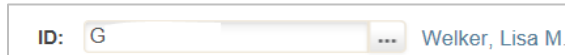
- a. Type out the name of the printer to which you will be sending the transcripts in the "Transcript" field.



- b. Close out the screen upon completion, no save necessary. Use the  to proceed to SHARQTC.

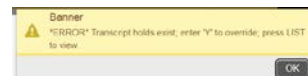
2. SHARQTC

- a. Enter the G# in the ID block




Click on the GO tab  or ALT/Page Down

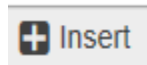
NOTE: if a HOLD exists you will get this pop up message,



click OK,

and then place a Y in the Override Hold field, Click on the GO tab  or ALT/Page Down

- b. To enter the new record, press F6 or Insert



- c. Enter the following information:

1. Level: AL
2. Transcript Type (choose one): STC (student copy) or ADV (advising)
3. Number of Copies: #
4. Leave "OFFICIAL" box unchecked
5. Other fields will auto populate

Transcript Request SHARQTC 9.3.5 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

ID: G Holds Exist: Override Holds:

Transcript Request **Issue Information** **Current Student Status**

TRANSCRIPT REQUEST [Insert] [Delete] [Copy] [Filter]

Request Number: [] Official Receipt Number: []

Level: AL Billing Term: 201710 ... Winter Semester 2017 In-Progress Cutoff Term: 201210 ... Winter Semester 2012

Request Date: 05/17/2018 Detail: [] Transcript Sent Date: []

Transcript Type: ADV ... Advising Transcript Amount: [] Transcript Print Date: []

Number of Copies: 1 Student Information: 201730 ... Summer Semester 2017 Term: []

Hold Processing

Hold for Grades Hold for Degrees

Electronic Transcript Status


Run Date: [] Status Date: []

Status: []

Self-Service Request Details

Self Service Option: [] Payment Option: []

d. Click the “Issue Information” Tab or *Next Block*  or *ALT/Page Down* to get to Issue Information Tab.

1. In the “Issued To” field, type the intended recipient of the transcript. Complete additional address information if necessary. Then click on F10 or **SAVE**  button lower right hand corner.

Transcript Request SHARQTC 9.3.5 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

ID: G Holds Exist: Override Holds:

Transcript Request **Issue Information** **Current Student Status**

TRANSCRIPT DESTINATION [Insert] [Delete] [Copy] [Filter]

External Institution Code: [] Forward to Internal College: []

Output Type: [] Issued To: "enter recipient here" City: []

Student Address Type: [] State or Province: [] ZIP or Postal Code: []

Street Line 1: [] Address Verified

Street Line 2: [] Skip Address Verify

Street Line 3: [] Nation: []


Phone code: [] Extension: []

Phone number: [] International Access: []

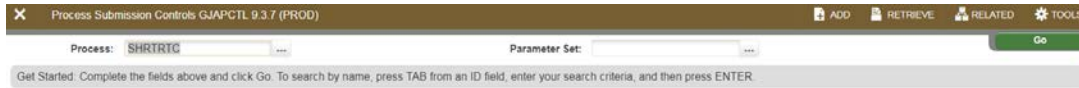
NAME HIERARCHY [Insert] [Delete] [Copy] [Filter]

Sequence Number	Source	Source Description	Name Type	Name Type Description	Degree Sequence Number

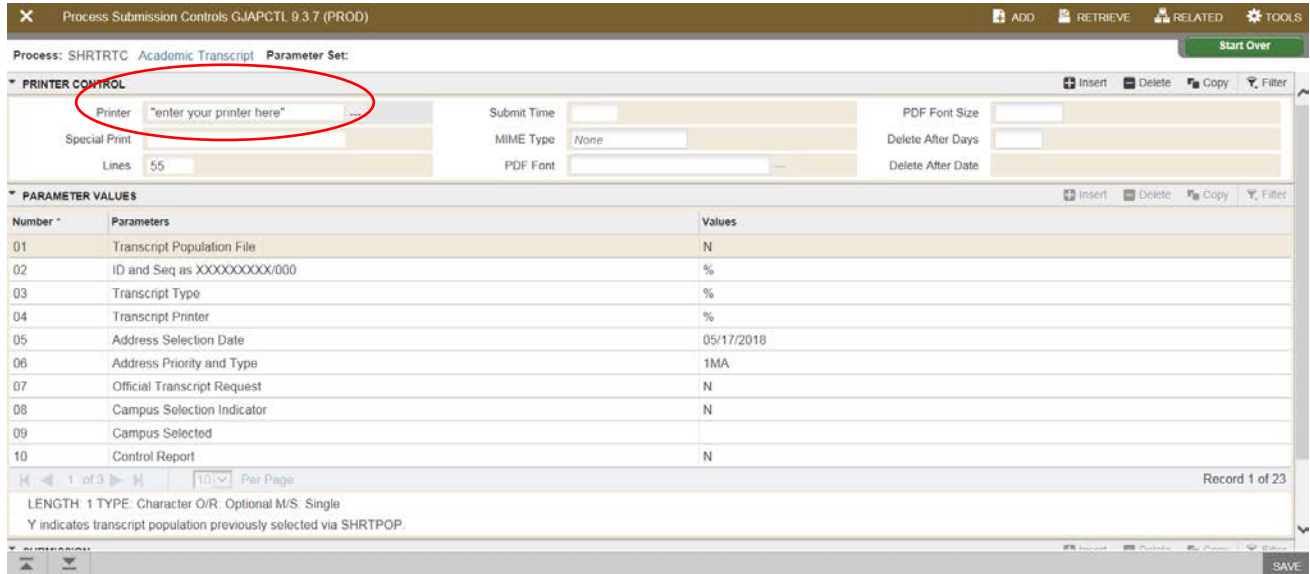
[SAVE]


e. *Roll back/Refresh* by selecting the F5 key or **START OVER** tab  and enter the next students G# and transcript information. Repeat for every student in your batch.

3. SHRTRTC



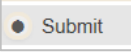

ALT/Page Down or Go 

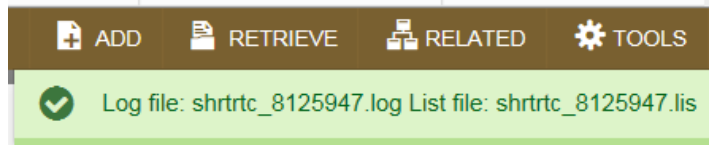


- a. Enter your printer in the “Printer” field- the same as designated in SOADEST. Then *Next Block*  or ALT/Page Down
- b. Enter the parameter values as follows:

Parameter 01	Transcript Population File	leave blank
Parameter 02	ID and Seq	% (If you are printing only ONE transcript, enter the G#.)
Parameter 03	Transcript Type	(Change to STC for Student Copy, ADV for advising)
Parameter 04	Transcript Printer	Enter Printer Name
Parameter 05	Address Selection Date	Today's Date- Enter "T"
Parameter 06	Address Priority and Type	101
Parameter 07	Official Transcript Request	N
Parameter 08	Campus Selection Indicator	N
Parameter 09	Campus Selected	leave blank
Parameter 10	Control Report	N
Parameter 11	Page Alignment	N
Parameter 12	Run in sleep/wake mode	N
Parameter 13	Sleep interval	60
Parameter 14	Substitute in Progress Title	leave blank
Parameter 15	Sort Order	5
Parameter 16	Process rqsts awaiting grades?	N
Parameter 17	Process rqsts awaiting degrees	N
Parameter 18	Web Self Service Options	leave blank
Parameter 19	Web Payment Options	leave blank
Parameter 20	Print Expanded Hours Formats	N

Parameter 21	Print Expanded Issued To	30
Parameter 22	Print Expanded Address	30
Parameter 23	Print Formatted Current Name	leave blank

- If you are printing only one specific transcript, enter that G# in Parameter 02. You can print multiple transcripts by pressing F6 to enter a new record and creating another 02 parameter. Type the second G#. To print all transcripts in your batch, leave the % symbol in parameter 02.
- Click SUBMIT  in the bottom right hand corner. Click the SAVE . This should trigger your transcripts to print.
- Record the print job number at the right top corner of the Banner Screen.



Reprinting a Job

In the event of a printing error, the print job # is critical in being able to reprint a job without having to re-enter all of the transcript requests. Even if a print date has been assigned in SHARQTC, this job# will allow you to re-print everything in the batch.

1. SZPTRRP

Process Submission Controls GJAPCTL 9.3.7 (PROD)

Process: SZPTRRP Reprint transcript job Parameter Set: Start Over

PRINTER CONTROL

Printer: enter printer here

Submit Time:

PDF Font Size:

Special Print:

MIME Type: None

Delete After Days:

Lines:

PDF Font:

Delete After Date:

PARAMETER VALUES

Number	Parameters	Values
01	SHRTRTC job number to reprint	enter job #
02	Printer to reprint transcripts	enter printer

1 of 1 Per Page Record 2 of 2


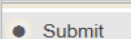

LENGTH: 16 TYPE: Character O/R: Required M/S: Single

SUBMISSION

Save Parameter Set as:

Hold / Submit: Hold Submit

Name: Description:

- Enter your printer name in the "Printer" field.
- Use  or ALT/PAGE DOWN to Change the parameters to the following:
 - Parameter 01- enter your print **job#**
 - Parameter 02- enter your printer destination
- Click SUBMIT  then click SAVE.  This will cause your transcripts to reprint.

Troubleshooting

- The most common issue you may find is that your printer is printing more (sometimes much more) transcripts than you selected.
- Please refer to your **job #** to review settings that you entered. If Parameter 04 is % rather than your printer name, then you have pulled other staff's requests.