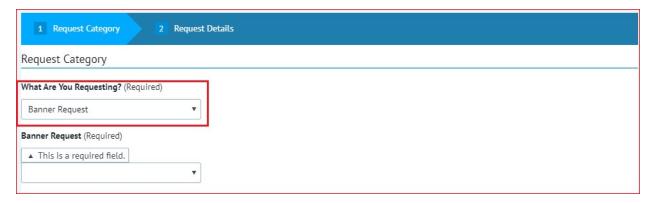
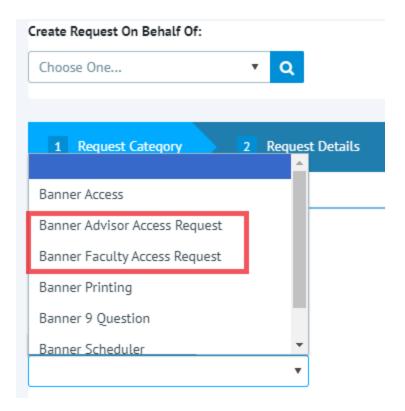
Directions on how to Activate/Inactivate a Faculty Member or Advisor in Banner

- 1. Click on the NSU Service Manager icon on your desktop.
- 2. After logging in with your NSU credentials, click on Submit a Request.

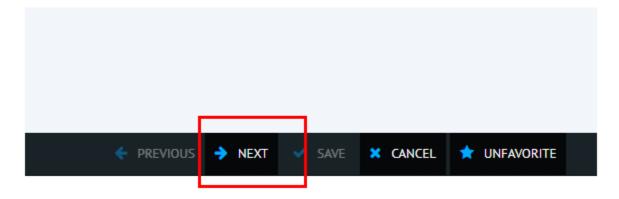


3. Provide the required information for each request.





4. Click the NEXT Button at the bottom of the page.



5. Fill in the requested information and click SAVE.