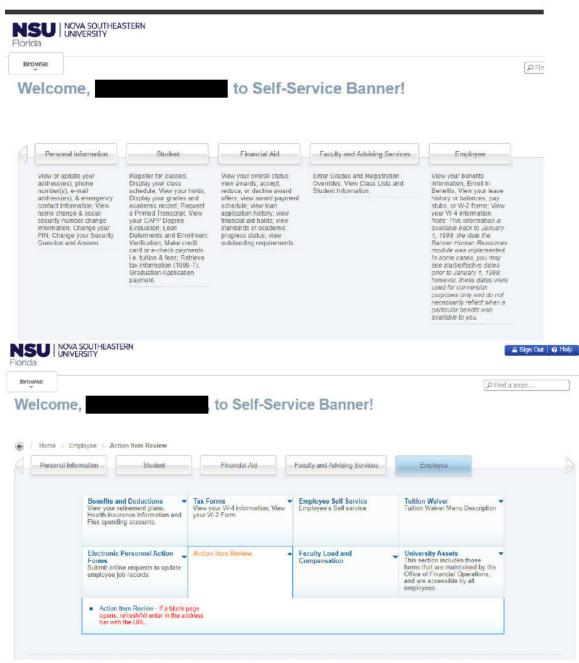
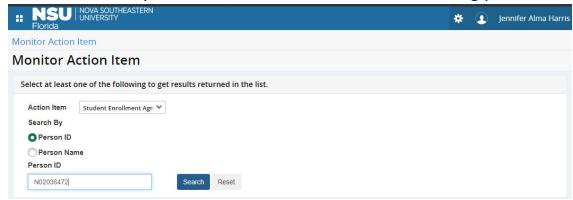
Procedures to verify a student completed the SEA:

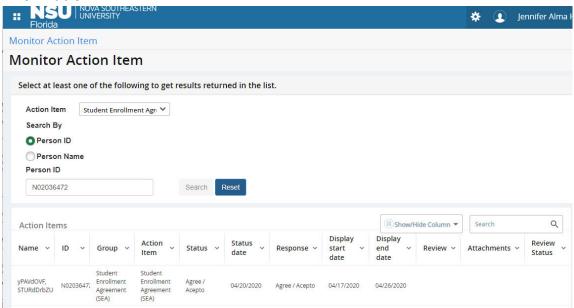
- 1. Log into Banner 9 Self-Service
- Select the Employee tab → Click on the Action Item Review tile → Click on Action Item Review



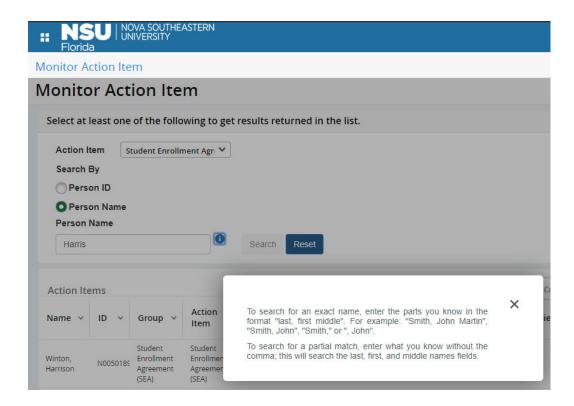
Select the "Student Enrollment Agreement (SEA)" from the Action Item drop-down list 4. Select to search by Person ID, Enter the information accordingly



5. Click Search, the student's SEA status will appear along with date information.



If searching by Person Name, follow the search format:



6. To Search another student record click Reset and repeat steps 4 - 5.