

Procedures to verify a student completed the SEA:

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

The screenshot displays the NSU Banner 9 Self-Service interface. At the top, the NSU logo and "NOVA SOUTHEASTERN UNIVERSITY Florida" are visible. Below the logo is a "Browse" button and a search bar. The main heading reads "Welcome, [redacted] to Self-Service Banner!".

The interface features a horizontal navigation bar with five tabs: "Personal Information", "Student", "Financial Aid", "Faculty and Advising Services", and "Employee". The "Employee" tab is selected and highlighted in blue.

Below the navigation bar, there are five columns of service tiles. The "Employee" column contains the following tiles:

- Benefits and Deductions**: View your retirement plans, Health insurance information and Flex spending accounts.
- Tax Forms**: View your W-4 information; View your W-2 Form.
- Employee Self Service**: Employee's Self service.
- Tuition Waiver**: Tuition Waiver Menu Description.
- Electronic Personnel Action Forms**: Submit online requests to update employee job records.
- Action Item Review**: (Highlighted in orange)
- Faculty Load and Compensation**
- University Assets**: This section includes those forms that are maintained by the Office of Financial Operations, and are accessible by all employees.

At the bottom of the "Employee" column, there is a red text box with the following message:

■ Action Item Review - If a blank page opens, refresh/hit enter in the address bar with the URL.

3. Select the "Student Enrollment Agreement (SEA)" from the Action Item drop-down list

4. Select to search by Person ID, Enter the information accordingly

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Monitor Action Item

Monitor Action Item

Select at least one of the following to get results returned in the list.

Action Item: Student Enrollment Agn

Search By:

- ☒ Person ID
- ☐ Person Name

Person ID: N02036472

Search Reset

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

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Monitor Action Item

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Select at least one of the following to get results returned in the list.

Action Item: Student Enrollment Agn

Search By:

- ☒ Person ID
- ☐ Person Name

Person ID: N02036472

Search Reset

Action Items											
Name	ID	Group	Action Item	Status	Status date	Response	Display start date	Display end date	Review	Attachments	Review Status
yPAVdOVF, STURdDrbZU	N02036472	Student Enrollment Agreement (SEA)	Student Enrollment Agreement (SEA)	Agree / Acepto	04/20/2020	Agree / Acepto	04/17/2020	04/26/2020			

If searching by Person Name, follow the search format:

NOVA SOUTHEASTERN
UNIVERSITY
Florida

Monitor Action Item

Monitor Action Item

Select at least one of the following to get results returned in the list.

Action Item

Student Enrollment Agr ▾

Search By

☐ Person ID

☒ Person Name

Person Name



Action Items

Name ▾	ID ▾	Group ▾	Action Item
Winton, Harrison	N0050185	Student Enrollment Agreement (SEA)	Student Enrollment Agreement (SEA)

×

To search for an exact name, enter the parts you know in the format "last, first middle". For example: "Smith, John Martin", "Smith, John", "Smith," or ", John".

To search for a partial match, enter what you know without the comma; this will search the last, first, and middle names fields.

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