

How to Check Active Messages in Banner

This guide will show students how to view and monitor [active messages](#).

Active Messages are special messages relating to your eligibility. Active Messages will only display as a menu option if you have current messages on your account. Common reasons a student will have active messages include:

- a) Award package was revised
- b) Student submitted incorrect or incomplete documentation
- c) Student is not meeting Satisfactory Academic Progress

1. Access Banner at: <http://bscbanner.buffalostate.edu/>
2. Click on **LOGIN TO BANNER** on the left-hand side.
3. Select **Log in to Banner**
4. Enter **User ID** and **PIN**
 - User ID is the student's Banner ID with an UPPERCASE 'B' followed by eight digits.
 - PIN is your date of birth the first time you log in the MMDDYY format. You will be prompted to change your PIN after your first log in.
5. Select **Financial Aid** (either on gray tab along top or under Main Menu)

The screenshot shows the Banner system interface. At the top, there are navigation tabs: Personal Information, Student, Financial Aid (highlighted with a red box), and Faculty/Staff Services. Below the tabs is a search bar with a 'Go' button and links for ACCESSIBILITY, SITE MAP, HELP, and EXIT. The main content area is titled 'Main Menu' and contains a welcome message for Christine M. Vukman. Below the welcome message are several menu items: Personal Information, Student, Financial Aid (highlighted with a red box), Faculty and Staff, and View/Pay Bill. At the bottom, there is a footer with the text 'RELEASE: 8.7S' and '© 2015 Ellucian Company L.P. and its affiliates.'

6. Select **Financial Aid Status**.

Personal Information Student **Financial Aid** Faculty/Staff Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Financial Aid

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

[Award](#)
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdraw

[E-Mail Buffalo State Financial Aid Office](#)
Please include your Banner ID and complete name. Do not include your social security number

[Buffalo State Financial Aid Web Site](#)
Buffalo State Financial Aid Web Site

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7. Select the appropriate **Aid Year**.

Personal Information Student **Financial Aid** Faculty/Staff Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Aid Year

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Select the aid year for which you are seeking information.

Select Aid Year Not Applicable/No Value Found

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- Award Year 2014-2015
- Award Year 2013-2014
- Award Year 2012-2013
- Award Year 2011-2012
- Award Year 2010-2011
- Award Year 2009-2010
- Award Year 2008-2009
- Award Year 2007-2008
- Award Year 2006-2007
- Award Year 2005-2006

8. Select “[You have active messages](#)” from the menu.

Personal Information Student **Financial Aid** Faculty/Staff Services

Search Go RETURN TO MENU SITE MAP HELP EXIT B00272

Current Aid Status for Award Year 2014-2015

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about summary statements, select the corresponding link.

You have unsatisfied [student requirements](#) for this aid year.
 You have been [awarded](#) financial aid which totals \$1,000.00.
 Based on your academic transcript, the status of your [academic progress](#) is Fed OK - NY OK as of
 You have active [messages](#).
 View your [financial aid history](#).

[Select Another Aid Year](#)

9. Read the message and respond accordingly.

Personal Information Student **Financial Aid** Faculty/Staff Services

Search Go SITE MAP HELP EXIT

Messages for Award Year 2014-2015

Messages that are directed to all financial aid applicants, or to you personally, display below. You can reply to a message via [e-mail](#).

Message	Date Posted
We are no longer able to accept copies of your parent's tax returns. They must go to https://sa2.www4.irs.gov/irfof-tra/start.do to order a tax transcript or call 1-800-908-9946 to order one by phone.	Dec 18, 2014

[Select Another Aid Year](#)