Viewing and Maintaining Athletics Information

Banner login page: https://polaris-admin.bowdoin.edu

To view a student's information in the Athletic Compliance form (SGASPRT)

1. On the Banner home page, search for Athletic Compliance.

2. Enter the student's ID in the ID field. If you don't know the ID, press Tab to open the Person Search.

3. Drop down the menu to Add Another Field and select the search criteria you would like to use.
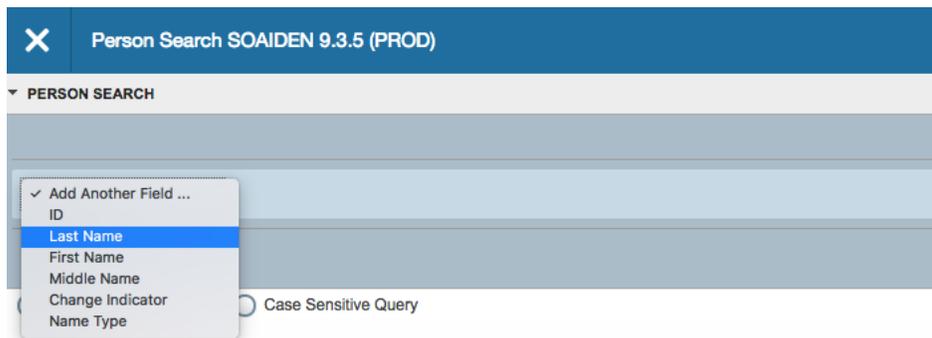
4. Add multiple fields to restrict the number of results that are returned.

5. Note: Use the % character as a wild card. For example, Ste%, will return all students with the first name Steve, Steven, or Stephen.

6. Highlight the student record, then click Select, and Go.

7. Data for the most recent term is displayed by default. Navigate to previous terms using the record navigation arrows.
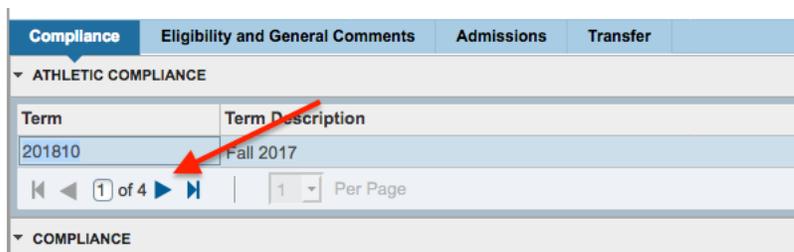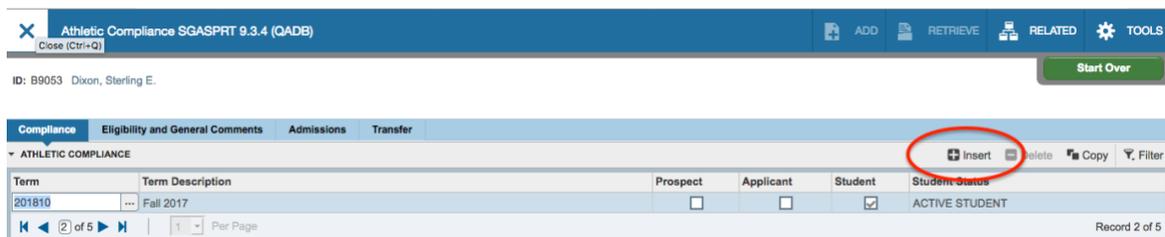
8. To access the other parts of the Athletic Compliance record, click the Competition, Attributes, or Comments tab.
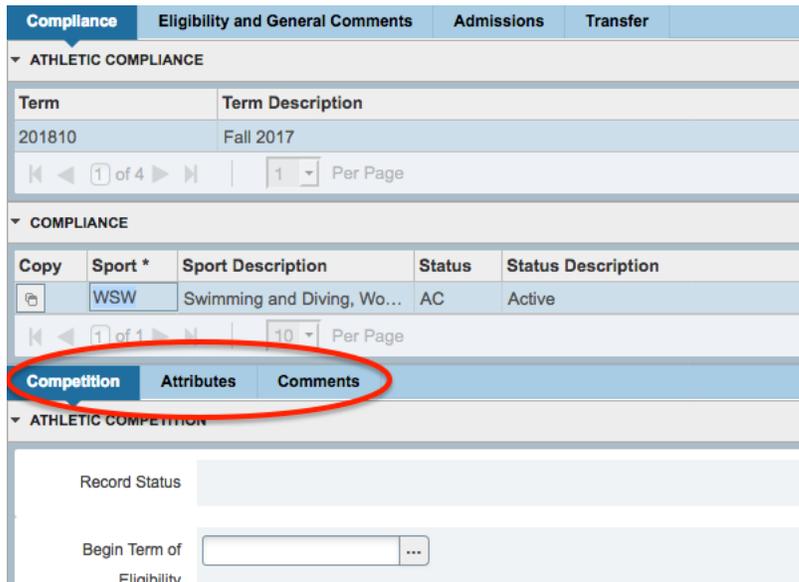
To add athletic information for a new term to a student record

1. Click the Insert button in the Athletic Compliance tool bar.

2. Choose the new term.

3. In the Compliance block, choose one or more sports.

4. Enter a Status and Eligibility code for each new sport.

5. Add information on the Attributes tab if necessary.

6. Click Save.

7. Shortcut: Click the Copy button in the Athletic Compliance tool bar to duplicate sports from a previous term in a new term.

To change the status or eligibility for a student athlete

1. In the Athletic Compliance block, navigate to the term that requires a change.

2. In the Compliance block, click Status or Eligibility code, then drop down the menu.

3. Select the new Status or Eligibility code.

4. Click Save.

To view a summary of a student's athletic information (SGISPRT)

1. On the Banner home page, search for Athletic Compliance Inquiry.

2. Enter the student's ID. If you wish to filter by a sport, you can select one from the drop-down menu in the Sport field.

3. Click Go.

To view Admissions information

1. On the Banner home page, search for Athletic Compliance.

2. Enter the student's ID in the ID field. If you don't know the ID, press Tab to open the Person Search.

3. Highlight the student record, then click Select, and Go.

4. Click the Admissions tab.