



AppNav Reference

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Classlist for Section	SFASLST
Class Schedule	SFAREGQ
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General Student Information	SGASTDN
Academic History (by Term)	SHATERM
Academic History (Summary)	SHACRSE
Biographical Information	SPAIDEN
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Student Search (by Name)	SOAIDEN
Student Search (Phone Number or Email)	GUISRCH
Test Score Information	SOATEST
Transfer Course Information	SHATRNS

Based on your security, you may have some, all, or more access than what is noted above.

Semester Codes

Year	Semester	Code
2024	Spring (10)	202410
2024	Summer (20)	202420
2024	Fall 2024 (30)	202430
2024	Winter (40)	202440

Semester Codes are formatted as the four-digit year followed by the 2-digit semester code.

Banner Shortcuts

Function	Shortcut
Cancel Query/Exit	Ctrl + Q
Clear Block	Shift + F5
Clear Record	Shift + F4
Delete Record	Shift + F6
Duplicate Record	F4
Enter Query	F7
Execute Query	F8
Insert Record	F6
List of Values	F9
Open Menu	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Next Block	Alt + Pg Down
Next Field	Tab
Next Record	Down Arrow
Previous Block	Alt + Pg Up
Previous Field	Shift + Tab
Previous Record	Up Arrow
Print	Ctrl + P
Recently Opened Items	Ctrl + Y
Clear Form	F5
Save	F10
Select	Alt + S

Additional Resources

Scan to visit our training page:

For assistance or to report an issue, please contact the IT Help Center:

Phone: 610-683-1511

Email: helpcenter@kutztown.edu

