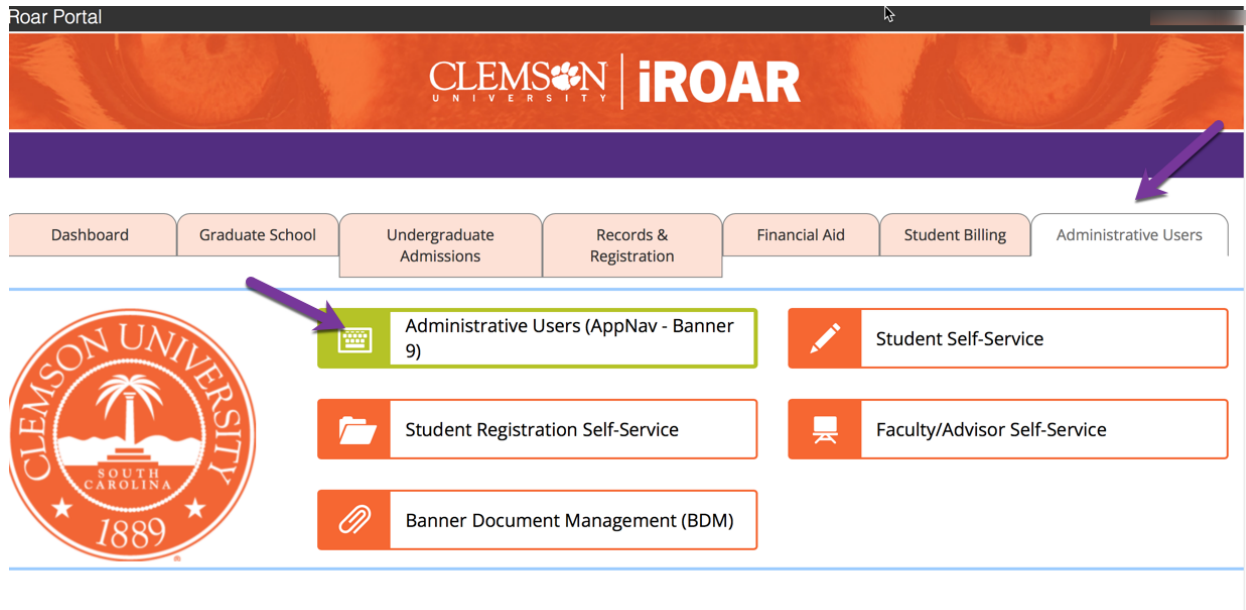




Office of
**RECORDS AND
REGISTRATION**

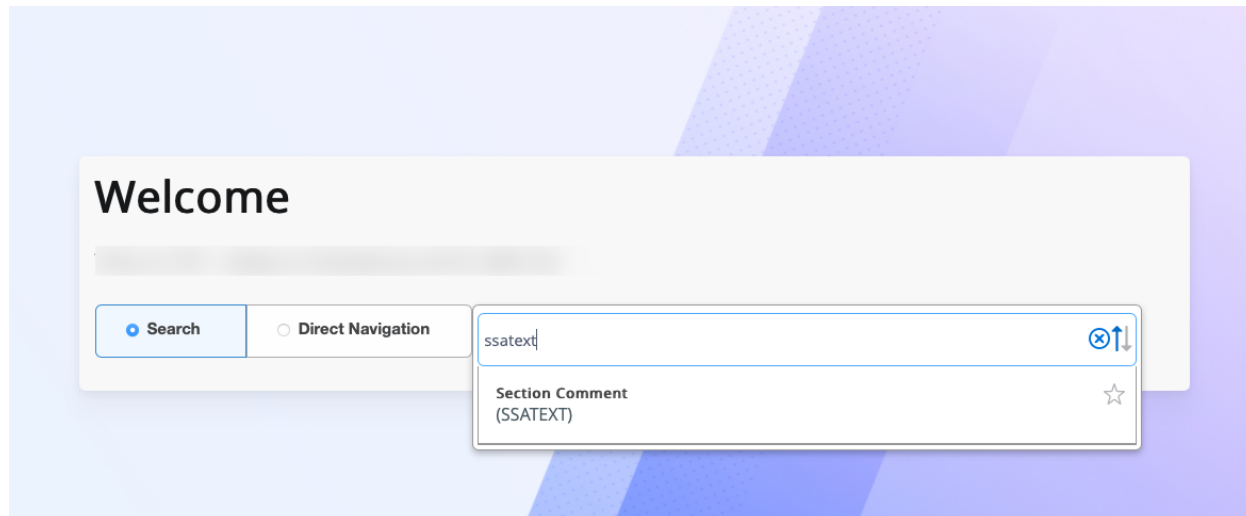


1. Go to [iROAR](#) > Administrative Users (Banner 9)



The screenshot shows the iROAR portal interface. At the top, there is a navigation bar with the Clemson University logo and the iROAR text. Below this is a horizontal menu with several tabs: Dashboard, Graduate School, Undergraduate Admissions, Records & Registration, Financial Aid, Student Billing, and Administrative Users. The Administrative Users tab is highlighted with a purple arrow. Below the menu, there is a grid of service tiles. The first tile, labeled 'Administrative Users (AppNav - Banner 9)', is highlighted with a green border and a purple arrow. Other tiles include 'Student Self-Service', 'Student Registration Self-Service', 'Faculty/Advisor Self-Service', and 'Banner Document Management (BDM)'. The Clemson University logo is visible on the left side of the page.

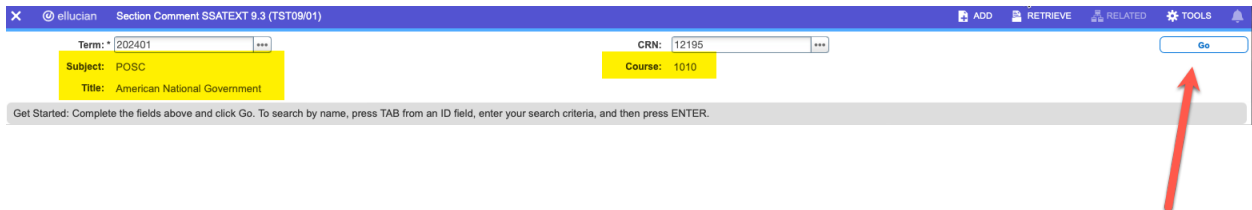
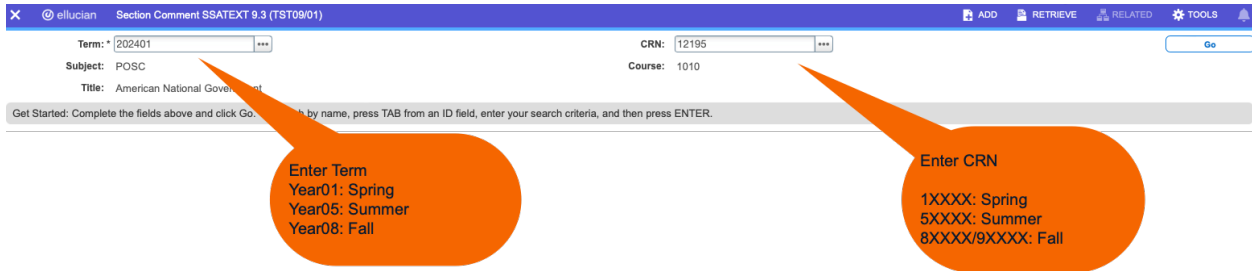
2. Enter SSATEXT in search bar and click enter.



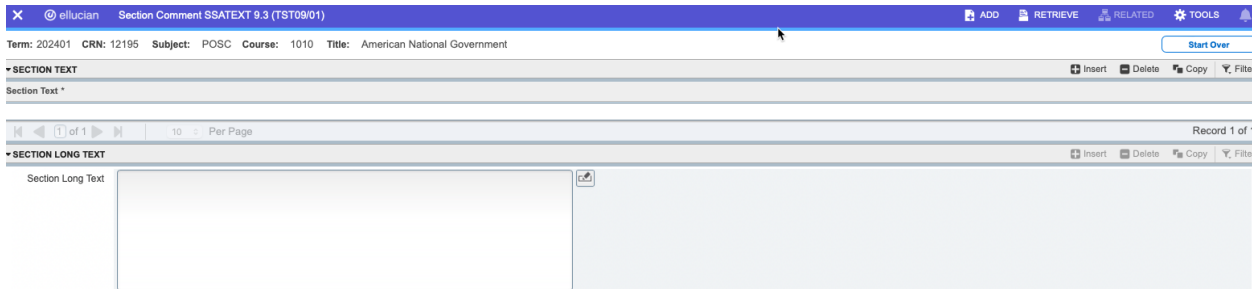
The screenshot shows a search bar interface. The word 'Welcome' is displayed at the top left. Below it, there is a search bar with two radio buttons: 'Search' (selected) and 'Direct Navigation'. The search bar contains the text 'ssatext'. To the right of the search bar are icons for search, refresh, and a dropdown arrow. Below the search bar, a search result is displayed: 'Section Comment (SSATEXT)' with a star icon to its right.

3. This screen will appear. Enter the term and CRN of the course, then hit Go.
 - Term is associated with the year and term.
 - Fall 2024: 202408

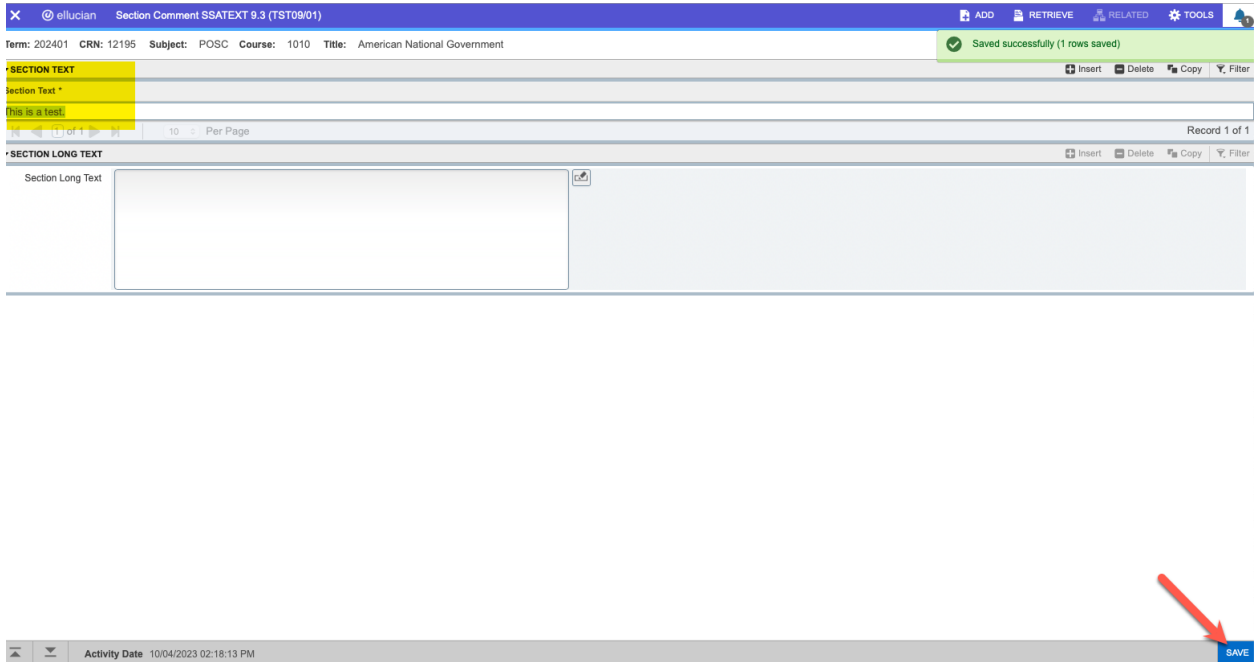
- Spring 2024: 202401
- Summer 2024: 202405



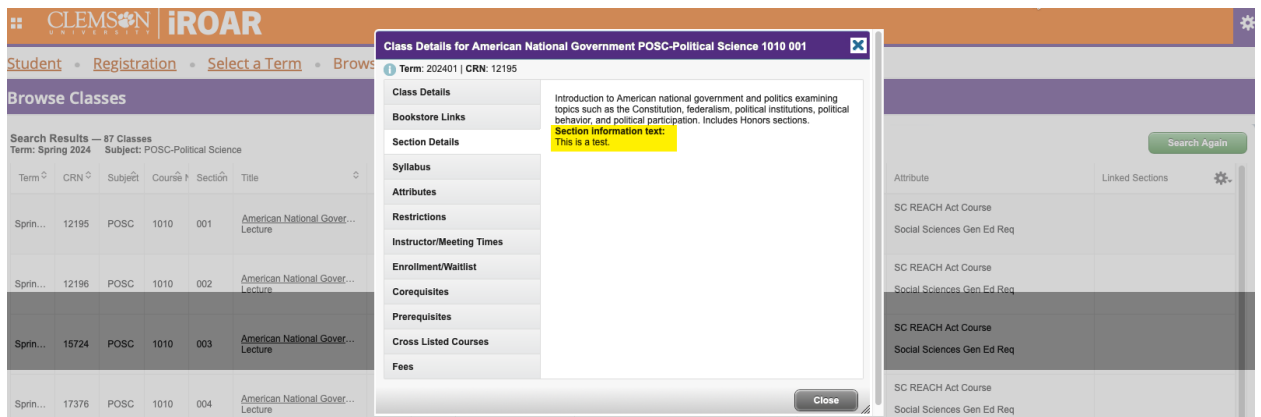
4. The main section comment page will populate.



5. In the Section Text box, you can enter in text that will display on the course page.
 - a. Example: This is a test.



6. If a faculty or a student goes to the title of the course, they will be able to view the text you put in.



7. Click the top left X to exit the form.

The screenshot displays a web application interface for editing a section comment. The browser window title is "ellucian Section Comment SSATEXT 9.3 (TST09/01)". The interface includes a navigation bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" options. A green notification bar at the top right indicates "Saved successfully (1 rows saved)". The main content area is divided into two sections: "SECTION TEXT" and "SECTION LONG TEXT". The "SECTION TEXT" field contains the text "This is a test". The "SECTION LONG TEXT" field is currently empty. The bottom of the screen shows the "Activity Date" as 10/04/2023 02:18:13 PM and a "SAVE" button. A red arrow points to the "X" icon in the top left corner of the browser window, indicating the close button.