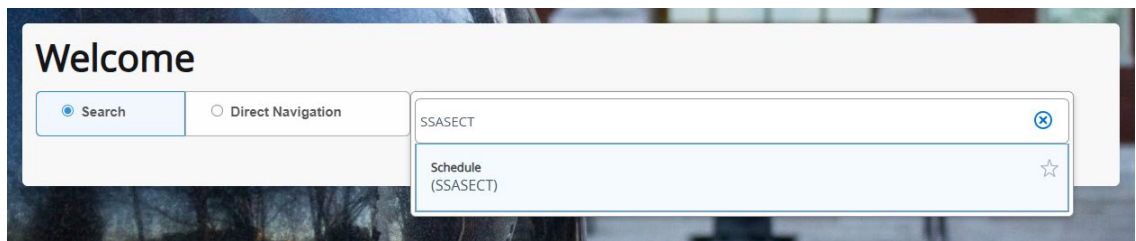




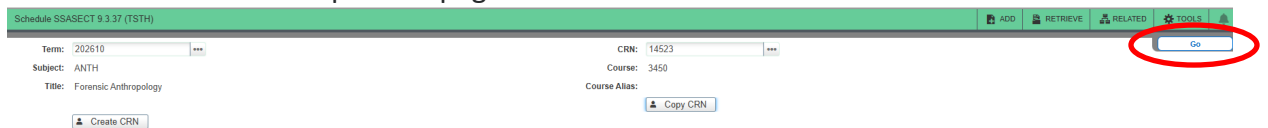
## How to Delete an Instructor

**\*\*Note: Executive Aide's have access at ANY time to use SSASECT to delete and/or change an instructor**

1. Login to Banner
2. On the Application Navigator screen, type in SSASECT in the search bar



3. Type in your term code and CRN for the course you are wanting to delete/change/add instructor.
  - Hit "Go" at the top of the page.



- After clicking “Go,” you will then navigate to the “Meeting Times and Instructor” tab.

- Click in the “Session Indicator” field under the Instructor section.

- To delete the instructor, click on the “delete” button under the instructor section on the right hand side.

- Then hit “Save” in the lower right hand corner or F10 to save (shortcut).
- If you are wishing to add another instructor, simply click in the ID field and type in the new E#.

**Important Notes:**

- Only one instructor can be checked as the Primary Instructor
- If you list multiple instructors, the Percent of Responsibility must total 100% between them all.
- You can use the “override indicator” box to click if there is an instructor conflict.