Viewing Documents in Self Service Banner

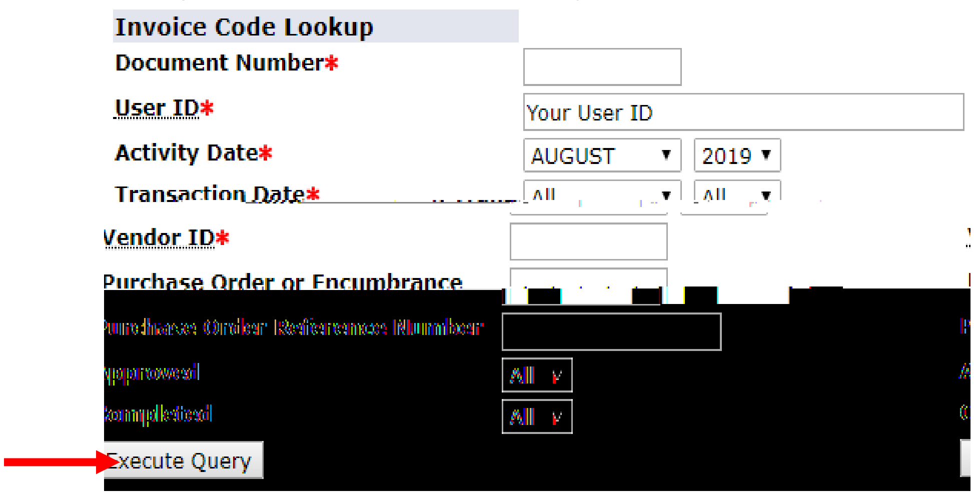
Loginto your Stockton portal, click on the Employee Tab > SSB.

Clickon the FinanceTab> ViewDocument.

Select the typeof documentyou would like to view from the drop-down menu.

4) Click on Document Number

5) Your User ID will auto-populate. Update the activity date to display your documents from a specific date range, then click on Execute Query.



6) To view a document, click on the document number > View Document

7) To view the backup that is attached to the document, click on Display Documents.