



# Self-Service Banner (SSB) and MySam

- [MySam](#)
  - [What is MySam?](#)
  - [What can I do on MySam?](#)
- [SSB](#)
  - [How do I access SSB?](#)
  - [What can I do on SSB?](#)

## MySam

### What is MySam?

MySam is a customizable portal which allows users to access personalized content, university information, and secure access to computer systems in one place.

The [Introductory PowerPoint](#) presentation will help you familiarize yourself with the portal. In addition, once logged in, the "About MySam Portal" channel provides assistance with common tasks.

### What can I do on MySam?

[Log in](#) to MySam by using your SHSU username and password and use the [quick guide](#) to personalize your MySam account. You can edit the layout, and add/edit/remove tabs & channels.

Students can:

- Register for classes
- Search for on-campus employment
- Contact academic support sites (i.e. Reading Center, Writing Center)
- Search library resources
- Apply for housing
- And much more...

#### ERP

Welcome

Join a Mailing List

Training & FAQs

SSB & MySam Resources

Banner Background

Contact Us

#### Faculty/Staff can:

- Fill out and submit time/leave reports
- Submit Workorders
- Apply for travel funding
- Search library resources
- Access Banner INB
- View class roster information (Faculty)
- And much more...

## SSB

### How Do I Access SSB?

1. To log in to SSB, you must first log in to [MySam](#) with your SHSU username and password.  
(See common error messages below)
2. Select the **Campus Resources** tab.
3. **Banner Self-Service** is in the top left-hand corner.

Common Log in Error Messages	
<i>"You have entered invalid log in credentials"</i>	If you believe this to be a mistake, contact the <a href="#">Service Desk</a> .
<i>"Session has expired"</i>	Refresh your screen. If this does not work, contact the <a href="#">Service Desk</a> .
<i>"Server is unavailable"</i>	Contact the <a href="#">Service Desk</a> .

### What can I do on SSB?

SSB allows students, faculty, and staff to access their accounts and complete several tasks including, but not limited to:

- Change/view personal information
- Register/add/drop Classes
- View/manage financial aid
- View accounts holds
- View grades/classes
- And much more...

Follow SHSU:



## Sam Houston State University

Huntsville, Texas 77341  
(936) 294-1111 | (866)  
BEARKAT

© Copyright Sam Houston State University. All rights reserved. Last Modified: Self-Service Banner (SSB) and MySam | ERP | Sam Houston State University

## Maps & Contacts

- Campus Map
- University Contacts
- Personnel & Department Search
- Contact the Web Editor
- Office of the President
- Administration
- Faculty & Staff
- Students
- Employment

## More SHSU

- Accreditations
- Policies
- State of Texas
- Open Records
- KatSafe - Emergency Management
- Texas Homeland Security
- Texas Veterans Portal
- TRAIL
- Report Fraud and Abuse
- Title IX (Sexual Misconduct)
- The Texas State Auditor's Office Hotline
- Online Institutional Resumes
- Governor's Committee on People with Disabilities
- Where the Money Goes
- Compact with Texans
- Texas CREWS
- Public Access to Course Information
- Web Site Accessibility
- The Counseling Center/Mental Health Resources

