

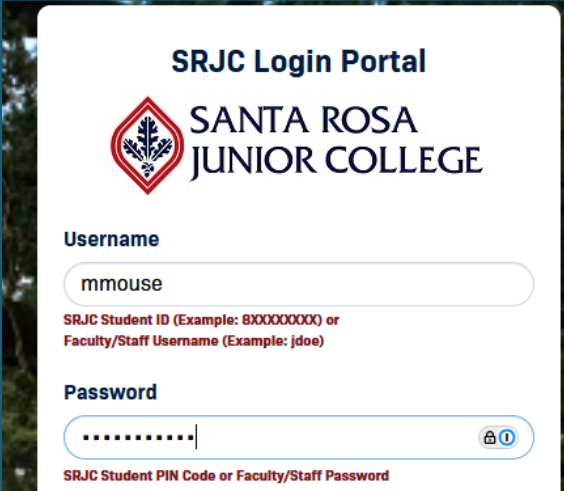
Quick Guide: Faculty Self-Service

Add Auth Codes

This guide is to help you add an auth code in Faculty Self-Service. The Faculty Self-Service access is through the Bear Cub Hub.

Begin by logging in to the Bear Cub Hub using your assigned credentials

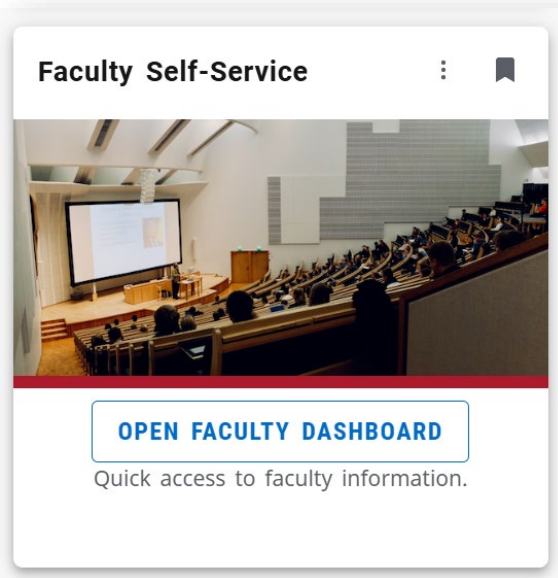
Employees (Faculty and Admin): Username that is your first initial and last name that looks like this: mmouse or mmouse2



The image shows a screenshot of the SRJC Login Portal. At the top, it says "SRJC Login Portal" in blue. Below that is the Santa Rosa Junior College logo, which is a red diamond shape containing a white tree and the text "SANTA ROSA JUNIOR COLLEGE". Under the logo, there are two input fields. The first is labeled "Username" and contains the text "mmouse". Below this field, there is a line of red text: "SRJC Student ID (Example: 8XXXXXXXX) or Faculty/Staff Username (Example: jdoe)". The second input field is labeled "Password" and contains a series of dots. To the right of the password field is a small icon of a lock and a circle with an 'i'. Below the password field, there is a line of red text: "SRJC Student PIN Code or Faculty/Staff Password".

Banner Ecosystem Guide

1. After you are logged in to your Bear Cub Hub, locate the *Faculty Self-Service* and select the *Open Faculty Dashboard*.



2. Select *Faculty Detail Schedule* on the Faculty Self-Service landing page.

- Grade Entry
- Attendance Tracking
- Drop & Census Rosters
- Class List
- Counselor Student Profile
- Faculty Feedback
- Faculty Feedback Admin
- Office Hours
- Syllabus
- Faculty Detail Schedule
- Active Course Assignments
- Course Assignment History

Banner Ecosystem Guide

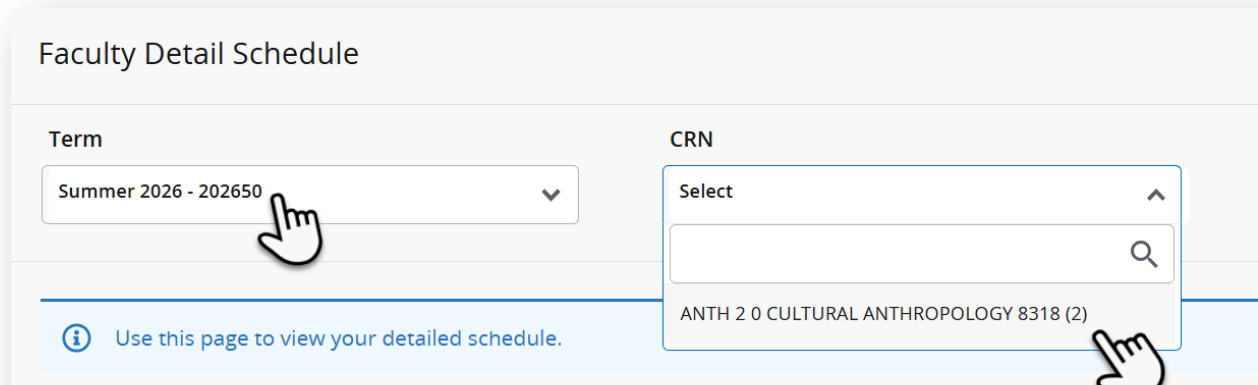
3. Select the *Term* and the *CRN (Section)* from the lists

Faculty Detail Schedule

Term: Summer 2026 - 202650

CRN: ANTH 2 0 CULTURAL ANTHROPOLOGY 8318 (2)

[Use this page to view your detailed schedule.](#)



4. Scroll to the very bottom of the course details and locate the *Registration Authorization Codes*.

Registration Authorization Codes				
Authorization Code	Code Active	Student ID	Student Name	First Assigned Date
DRXQRP		<i>This section will populate when a student is pre-assigned to the code.</i>		