

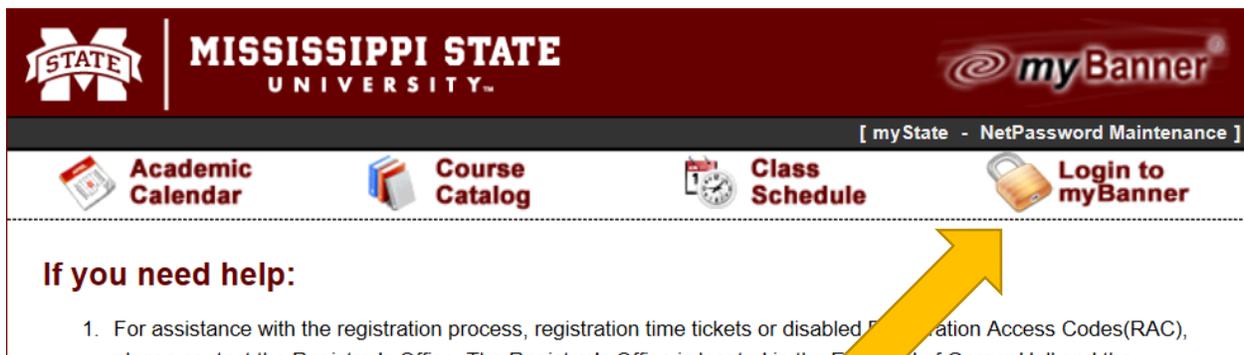
Procedure for Printing your
Curriculum Advising and Program Planning (CAPP) Report from Banner

With the recent changes to Banner, and the updates in Web Browsers, there have been problems for many when trying to print a report generated by CAPP in Banner. Here are the steps required which should work regardless of the browser you are using.

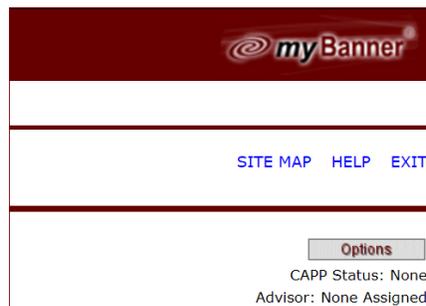
1. Use Internet Explorer or Edge, NOT another browser (Chrome, Firefox, etc.)
2. Don't go to Banner through the myState portal. Instead, go to:

<https://mybanner.msstate.edu>

3. Login to myBanner by clicking on the icon at the top right.



4. Click on "Students."
5. Click on "Academic Record."
6. Click on "CAPP – Compliance."
7. Click on "Options" at the right, above the list of all of the outdated CAPPs run previously, and select "Generate a New Evaluation." Click on "Go."
8. Click on "Options" at the top right, and select "Switch to Print View."



9. Right click anywhere on the screen and select "Print."