



**EASTERN**  
**WASHINGTON UNIVERSITY**

**EagleNET Advisors**  
**User's Guide**

Revised/December 2010

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## User Guide

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## Users Guide

### Welcome

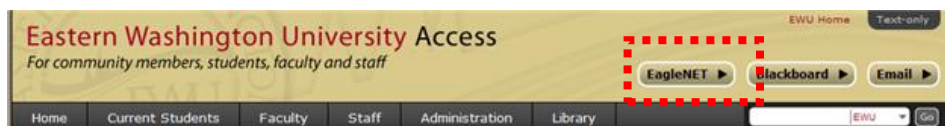
This guide is intended to help you navigate and use EagleNET, the self-service Student program in Banner. The guide is organized by section: Access, Class Information, Student Information, Advisor Details, Final Grades, and Course Catalog. Screen shots, along with basic explanations, are included to facilitate the use of this guide. At any time you have a problem or question using EagleNET, please contact the IT Service Desk at x2247.

### Getting Advisor Access

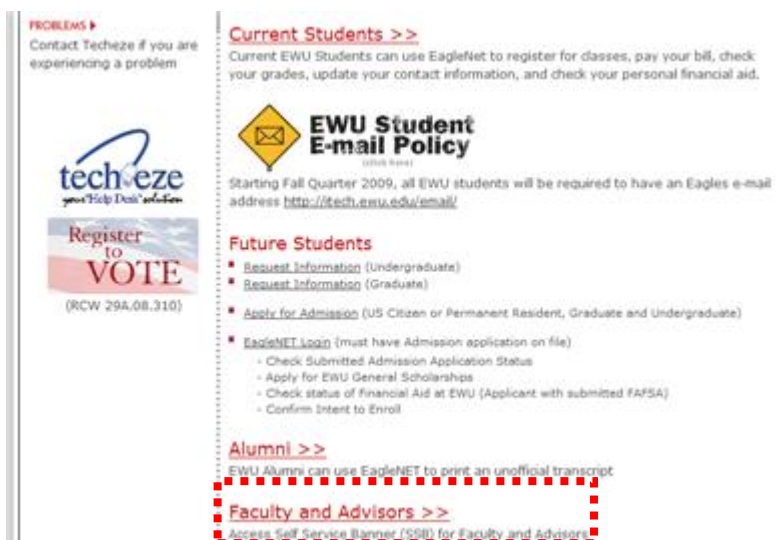
All individuals who provide advising need to request advisor access in EagleNET by contacting Academic Advising at 359-2345 or visit <http://access.ewu.edu/Academic-Advising/FacultyStaff-Advisor-Support/EWU-Student-Information-Systems-Access/EagleNET.xml>

### Accessing EagleNET

To access your class roster and additional information you must log into EagleNET. Access the EWU home page (<http://access.ewu.edu/>) and select EagleNET from the top menu.




- Select **Faculty and Advisors**.



## Users Guide

### Logging In

1. The EagleNET login page displays.
2. Enter your EWU user ID in the **Username** field.
  - Your user ID is the last eight digits of your EWU ID (for example; 00123456).
3. Enter your PIN in the **PIN** field and click the **Login** button.
  - Your PIN typically is your two digit birthday month, day, and year (for example; June 18, 1972 is entered 061872).
  - If you do not know your PIN, contact the Help Desk at 359-2247.

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### User Login

EagleNET is to be used only by prospective students, current students, faculty and advisors, employ access is prohibited.

**EWUID:** Your EWUID number is eight digits - exactly as it is printed on your EagleCard.

**PIN:** The first time you login to EagleNET your PIN will be your birth date (mmddyy). You will be asked to rese previously logged in to EagleNET and cannot remember your PIN, enter your EWUID and click on the "Forgot P

Multiple failures to enter the correct EWUID or PIN will result in your account being locked.

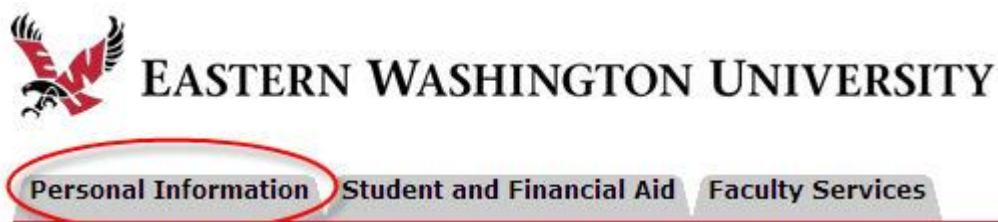
To protect your privacy, please **exit and close your browser** when you are finished.

User ID:

PIN:

RELEASE: 8.2

**Note:** Personal information can be managed by clicking the **Personal Information** tab. You can change your password, security question, as well as view and change your address, phone numbers or email.



## Users Guide

### Main Menu

From the Main Menu you can access personal information, student information (if you are also a student at the university), information related to the classes you are teaching or your advising responsibilities.

To change the initial view and see an overall listing of available menu choices click on **Site Map**. To search for a specific topic, type the word, group of words, or use a combination of text and wildcards (**%** or **\_**) to locate the menu items related to your request.



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Personal Information Student and Financial Aid Faculty Services

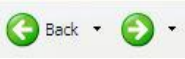
Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Search for a specific topic, i.e. Grades**

### Helpful Reminders

There are a few things to keep in mind when using EagleNET:

1. Sessions will timeout after 10 minutes of no activity, requiring you to login again.
2. When finished, close the browser window, do not just minimize it and wait for the inactivity to log you out.
3. Student information must be maintained confidentially. To review EWU's FERPA policy go to <http://access.ewu.edu/Records-and-Registration/Student-Records/FERPA.xml>
4. The wildcards used in EagleNET are the percent sign “%” for more than one character and the underscore “\_” for single characters.
5. At any time the  icons from the web browser may be used to navigate to screens you have viewed.
6. The accessibility function explains what accessibility features may be available from the various menu choices.

## Users Guide

### Advisors

Advisors can access their advisee listing using EagleNET. Advisors who want to look up an instructor's schedule can use **Course Schedule** from the main menu from the **Faculty Services** tab.

### Advisee Listing

If you are an advisor you will be able to pull up a list of all the students assigned to you for advising purposes. The **Advisee Listing** menu item is only available under the **Student Information** link.

- Click on **Advisee Listing**.
- Select the term.

A list of the students assigned to you displays.

- Click on **View** in the **Student Information** column to view additional information about the student.
- If the student has entered their email address you can select it from this screen.
- If you select the Email from the link at the bottom of the screen, only those students who have provided an email address will receive the message.
- Hold information, Test scores, and Academic Transcripts are also available from this screen or you can access it from the **Student Information** screen.

### Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Please Note: At this time, only detailed Eastern c
- Active Registrations
- Advisee Listing**
- View Test Scores
- View Holds

**EASTERN WASHINGTON UNIVERSITY**

Personal Information **Faculty Services** **List of advisees for term selected**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

00412697 01 Train  
Fall Quarter 2006  
Aug 23, 2006 01:46 pm

**Advisee Listing**

Student Name	ID	Advisor Type	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Student,	00017	Faculty Advisor-Major	View	View	View	View	View
Student, Connoentbar	0000	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00017	Faculty Advisor-Major	View	View	View	View	View
Student,	0000	Undergraduate Academic Advisor	View	View	View	View	View
Student,	0001	Undergraduate Academic Advisor	View	View	View	View	View
Student,	0000F	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00124	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00412716	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00412718	Undergraduate Academic Advisor	View	View	View	View	View
Student,	00412725	Undergraduate Academic Advisor	View	View	View	View	View

Email your advisees

RELEASE: 7.1

## Users Guide

- **Degree Evaluation** is available from this screen and not at the **Student Information** menu.

## Student Information

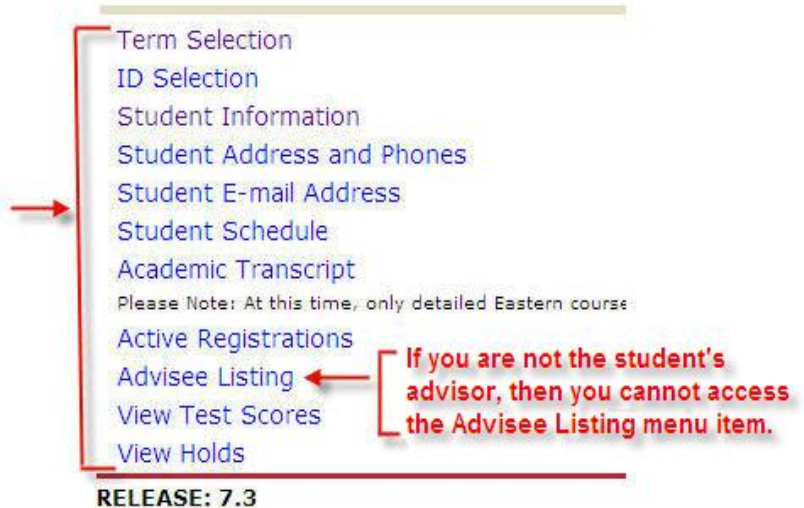
To access information on students or view your list of Advisees you must first select the **Student Information Menu** under the **Faculty and Advisors** tab.



The information available in this section is information pertaining to students and your **Advisee Listing**.

Student information you can access includes:

- Test scores
- Academic transcript
- Schedule
- Contact information
- Holds on a student's schedule



## Users Guide

### Selecting a Student

If you have not selected a term from a prior search, you will be prompted to select the term. Select the term from the drop-down list and click on Submit; the Student and Advisee screen will then appear. If you had already selected a term the Student and Advisee screen will be displayed, but note that you may not be in the correct term. It is recommended to select the term first to ensure you are looking at the right data.

1. Click on Term Selection and select the term you are looking for information from.
2. Click on ID Selection to advance to the menu that will enable you to enter in the student's information.
3. To select a student you must enter their ID number or part of the last or first name.

### Student Information

Term Selection  
ID Selection **Select Term 1st!**

If you or the student does not know the id number you can search using the **Student and Advisee Query** fields.

- The wildcards used for menu searches can be used in the last or first name fields.
- Using a wildcard will return a list of all the students that satisfy the search.
- Select the **Both** radio button if you are Faculty and an Advisor.

### Student and Advisee ID Selection

**i** You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

#### Student and Advisee Query

Last Name:  ← Wildcard

First Name:

Search Type:  Students  
 Advisees  
 Both

**If you are not an Advisor then you need to click on the button for Students.**




## Users Guide

If the student displayed in the **Student** or **Advisee** field is not the student you are looking for there may be more names to choose from by clicking on the arrow next to the field.

- From the list of names displayed, click on the name of the student you are working with and then the **Submit** button.

Select the Student or Advisee that you wish to process and choose Submit Name.

**Student or Advisee:**   [Click Here to see list.](#)

Student 1	(Student) 00XXXXXX
Student 2	(Student) 00XXXXXX

A listing of students who satisfied the criteria entered on the previous screen will be listed under the drop-down list

**NOTE:** From this point forward, until you select a student you can view any information available from the **Student Information Menu**. To view a different student for the same term click on ID selection and type in the new student's information. If you need to view information from a different term, select **Term Selection** first, then the student.

### General Student Information

This section displays information on the student from the date of his or her enrollment or from when Banner Student went live, whichever came last. It will include their status, current program, if a major has been declared, plus more.

**NOTE:** In this section you will be able to identify the catalog the student's program of study is based on, which will be the basis for their course planning.

Information for Student  
*Student Information effective from Summer Quarter 2006 to Fall Quarter 2007*

<b>Registered for Term:</b>	Yes
<b>First Term Attended:</b>	Fall Quarter 2003
<b>Last Term Attended:</b>	Summer Quarter 2007
<b>Status:</b>	Active
<b>Matric Term:</b>	Fall Quarter 2003
<b>Residence:</b>	In state Resident
<b>Citizenship:</b>	US Citizen
<b>Student Type:</b>	Continuing
<b>Class:</b>	Senior
<b>Academic Standing Status:</b>	Good Standing
<b>Academic Standing Term:</b>	Winter Quarter 2007
<b>Primary Advisor:</b>	<u>Advisor's Name</u>
<b>Primary Advisor Type:</b>	FOCUS Advisor
<b>Expected Graduation Term:</b>	Spring Quarter 2012
<b>Expected Graduation Year:</b>	2011-2012

#### Curriculum Information

**Current Program**  
 Bachelor of Arts

<b>Level:</b>	Undergraduate
<b>Program:</b>	Psychology
<b>Admit Term:</b>	Fall Quarter 2003
<b>Admit Type:</b>	Standard Freshman
<b>Catalog Term:</b>	Fall Quarter 2003
<b>College:</b>	Social & Behavioral Sciences
<b>Campus:</b>	Cheney
<b>Major and Department:</b>	Psychology, Psychology
<b>Minor:</b>	Criminal Justice

### Users Guide

### Student Holds

Hold information from EagleNET is only available from the **Student Information** section under the **Faculty and Advisor** menu.

When a hold has been placed on a student's record, information about the hold can be viewed from EagleNET. Some holds may contain sensitive information and **may not** display.

To view **additional** information regarding a student, access the student information using Internet Native Banner (INB) at <http://web.ewu.edu/banner/secure/links/> and select the Banner INB (Prod) link.

Use the form **SOAHOLD** to review information regarding a student hold.

- Advisors can access hold details from their Advisee Listing or from the Student Information menu.
- Faculty who are not advisors would need to use **View Holds** under the Student Information Menu.
- To select a different student, click on the ID Selection at the bottom of the View Hold screen.

Personal Information Student and Financial Aid Faculty Services

Search  Go RETURN 1

### Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Please Note: At this time, only detailed Eastern course work is available. Summary to work.
- Active Registrations
- Advisee Listing
- View Test Scores
- View Holds

EASTERN WASHINGTON UNIVERSITY View: Production | Training | Advanced

### EWU Administrative Information Systems (Production)

Production Systems (PROD)

- Banner INB [PROD]
- Eaglenet - SSB [PROD]
- Oracle Discoverer Viewer [ODSP]

Documentation Resources

- Banner7 Documentation Bookshelf

Need Help? Please call the Help Desk: Ext 2247

### View Holds

Your User ID & Name Today's Date & Time

Information for: Student's Name

Please note that some holds are sensitive and may not display.

#### Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Graduate Program Hold	May 15, 2007	Dec 31, 2099		need degree	Graduate Studies Office	Registration

Return to Previous

[ ID Selection | Term Selection ]

## Users Guide

### Class Schedule & Course Catalog

The information provided in these sections is the same information available to anyone who has access to EagleNET: Student, Faculty, or Advisor. The format seen by students will be different from that of a faculty or advisor, but the content will be the same. The format in the graphic is the view a faculty or advisor will see.

The **Class Schedule** shows the schedule for the courses available during the term selected. For example, a class schedule search was done using accounting as the search criteria. The list returned includes all classes scheduled for fall quarter that are part of the accounting program. This graphic is displaying only two of the classes available.

**Class Schedule Listing** Term Selected → Fall Quarter 2007  
Aug 01, 2007

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**Sections Found**

[PRIN OF FINANCIAL ACCOUNTING - 10080 - ACCT 251 - 01](#) ← **Click here to see detailed class information, including number of seats available and waitlisted**

**Associated Term:** Fall Quarter 2007  
**Registration Dates:** May 21, 2007 to Oct 02, 2007  
**Levels:** Graduate, Post Baccalaureate, Undergraduate  
**Attributes:** State Support Funding  
**Instructors:** [Instructor's Name](#) (P)

Cheney  
Lecture & Practice/Discussion Schedule Type  
5.000 Credits  
[View Catalog Entry](#) ← **Catalog entry for the course - click on it for details regarding prerequisites and/or restrictions.**

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MTWRF	Kingston Hall 327	Sep 26, 2007 - Dec 14, 2007	Lecture & Practice/Discussion	<a href="#">Instructor's Name</a> (P)

**PRIN OF FINANCIAL ACCOUNTING - 10081 - ACCT 251 - 02**

**Associated Term:** Fall Quarter 2007  
**Registration Dates:** May 21, 2007 to Oct 02, 2007  
**Levels:** Graduate, Post Baccalaureate, Undergraduate  
**Attributes:** State Support Funding  
**Instructors:** [Instructor's Name](#) (P)


## Users Guide

The **Course Catalog** contains the description for the different courses in each of the programs available from the individual colleges. Courses that do not have a class offered in the term selected will be displayed, but the link for **Schedule Types** will not be active.

- Clicking on the **Course Name** s displays specific information for that course.
- To view the schedule for a particular course, click on the entry for the **Schedule Type**. If the entry is not an active link then the course is not scheduled for the term selected.

### Catalog Entries

**Term Selected** → Fall Quarter 2007  
Aug 01, 2007

 Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

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**ACCT 197 - FRESHMAN SEMINAR**

2.000 Credit Hours  
2.000 Lecture hours

**Levels:** Graduate, Post Baccalaureate, Undergraduate  
**Schedule Types:** Seminar and Dialogue

Business & Public Admin. College  
Accounting & Info Systems Department

**ACCT 251 - PRIN OF FINANCIAL ACCOUNTING**

Introduction to the underlying principles of financial accounting and the application of such data to financial decisions.  
5.000 Credit Hours  
5.000 Lecture hours

**Levels:** Graduate, Post Baccalaureate, Undergraduate  
**Schedule Types:** Lecture & Practice/Discussion

This course is **not** offered for the term selected. You cannot click on the link.

Click on the course name for details regarding prerequisites and/or restrictions.

This course **is** offered for the term selected. You can click on the link.