

# EagleNET

## What you need to know

EagleNET is used by students to register for classes, pay bills, check grades, check their financial aid, and more. Faculty use EagleNET to complete academic functions and to access or update personal records such as your local mailing address.

→ How do I get to EagleNET? <https://eaglenet.ewu.edu>

→ What can I do on EagleNet?

- Access personal payroll data, print W4 information and W2 form, check leave balances (if applicable), and update contact information
- View faculty detailed schedule, class rosters, wait lists, active assignments, assignment history, syllabus information, enter or update office hours information.

You'll find a Faculty User's Guide located here:

<https://sites.ewu.edu/hr/files/2017/10/EagleNet-for-Faculty-Users-Guide.pdf>

## What you need to **\*DO\*** next week on EagleNET:

Please be sure to review your personal information through EagleNET, and verify the information displayed is correct, including your local address. Make any needed updates through EagleNET.

Why is this important? Your first paycheck will be mailed to the local address that we have on file, instead of being direct deposited. We want to make sure we have your correct local address on file, so your first faculty paycheck reaches you without delay.

Regarding address changes, you will also need to notify Benefits via email with your new local address. Send that information to Anabel Madera, [amadera@ewu.edu](mailto:amadera@ewu.edu)