Welcome ........................................................................................................................................ 1
Getting Advisor Access .............................................................................................................. 1
Accessing EagleNET .................................................................................................................... 1
  Logging In .................................................................................................................................. 2
Main Menu .................................................................................................................................... 3
  Helpful Reminders ..................................................................................................................... 3
Advisors .......................................................................................................................................... 4
  Advisee Listing ............................................................................................................................ 4
Student Information ...................................................................................................................... 5
  Selecting a Student .................................................................................................................... 6
  General Student Information ................................................................................................. 7
  Student Holds ............................................................................................................................ 8
Class Schedule & Course Catalog ............................................................................................... 9
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.
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.

**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.
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.

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.
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.
• 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
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.

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.
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.

**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.
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.
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.
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** 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.

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**Catalog Entries**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Schedule Type</th>
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<tbody>
<tr>
<td>ACCT 197</td>
<td>FRESHMAN SEMINAR</td>
<td>2,000</td>
<td>Seminar and Dialogue</td>
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<tr>
<td></td>
<td></td>
<td>2,000</td>
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<tr>
<td>Levels:</td>
<td>Graduate, Post Baccalaureate, Undergraduate Schedule Types: Seminar and Dialogue</td>
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<td></td>
</tr>
<tr>
<td>Business &amp; Public Admin. College Accounting &amp; Info Systems Department</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 251</td>
<td>PRIN OF FINANCIAL ACCOUNTING</td>
<td>5,000</td>
<td>Lecture &amp; Practice/Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Levels:</td>
<td>Graduate, Post Baccalaureate, Undergraduate Schedule Types: Lecture &amp; Practice/Discussion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Term Selected**

- Fall Quarter 2007
- Aug 01, 2007

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

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