

FACULTY/ ADMINISTRATIVE INFORMATION CENTER

To access the Faculty/Administrative Information Center from USF homepage, www.stfrancis.edu

1. Select Faculty and Administration
2. Select Login to Secured Area

Logging into the Secured Area

1. Click in the ID Box
2. Enter your user ID (your SSN)
3. Click in the PIN box and enter your six-digit pin number (stars will appear in the box)
4. Click on the LOGIN button

You are now in the secured area of Banner Web for Faculty

Click on the menu item you wish to enter:

- Faculty Services Menu
- Personal Information Menu
- Student Menu (if you have been a USF student since 1980)

To begin using the Faculty/Services area

1. Select a term and Submit
2. Select a CRN (courses you wish to view)

From this menu, you may access:

- **Faculty Detail Schedule** - lists course number, day and times, maximum enrollment and current enrollment
- **Summary Class List** - lists students in the class
- **Final Grades** - enter student final grades by class using a letter grade drop-down menu
- Other functions are also available from this menu

ONLINE FACULTY SERVICES

Banner Web Faculty/Administration Information Center

The University of St. Francis offers the Banner Web Faculty/Administrative Information Center as a service to its adjunct faculty members. It provides an important means for adjunct faculty to view information and perform required duties. Following are concise instructions to access basic services offered through the information center.

Faculty members are encouraged to use and explore the services offered in this management system.

Questions may be addressed to registrar@stfrancis.edu or by calling (800) 736-6300 or (815) 740-3391.



UNIVERSITY OF
ST. FRANCIS
Respect. Service. Integrity. Compassion.

500 Wilcox Street
Joliet, IL 60435

(800) 735-7500

www.stfrancis.edu

CONNECTING ADJUNCT FACULTY

A screenshot of a Netscape browser window displaying the login page for the University of St. Francis. The browser's address bar shows the URL: http://bannerweb.stfrancis.edu:7777/pls/trng/twblwbs.F_WWWLogin. The page title is "University of St. Francis". Below the title, there is a "User Login" section. A warning icon and text state: "You are entering a secure information area Please read the following carefully:". Below this, a paragraph explains that the system contains educational records and student information, and that users are responsible for any changes made using their ID or PIN. It also states that users will abide by the University's Policy. There is a prompt: "Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). Then click Login". Below this, another prompt says: "When you are finished with your session, please Exit and close your browser to protect your privacy." A note at the bottom of the login section reads: "NOTE: Access to the secure portion of the web will not be available Friday July 9th from 5pm until 8pm so that...". There are input fields for "User ID:" and "PIN:". Below these fields are "Login" and "Forgot PIN?" buttons. At the bottom of the page, it says "RELEASE: 6.1".

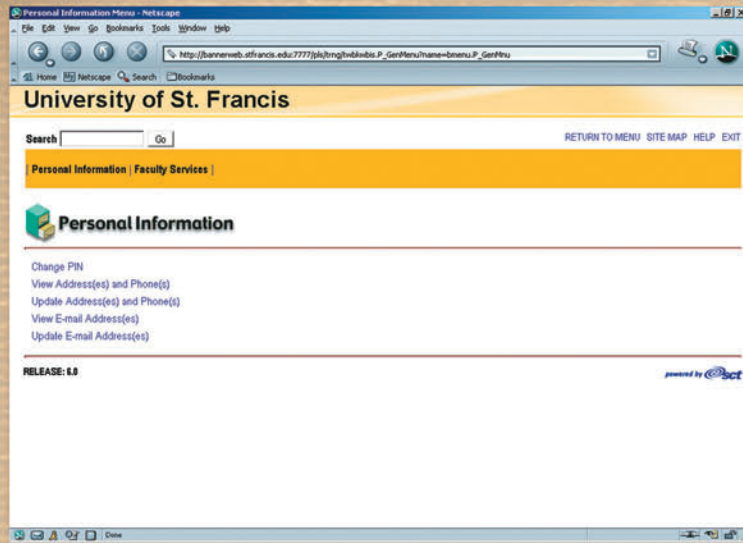
UNIVERSITY OF
ST. FRANCIS
Respect. Service. Integrity. Compassion.

ONLINE FACULTY SERVICES

Banner Web
Faculty/Administration
Information Center

www.stfrancis.edu

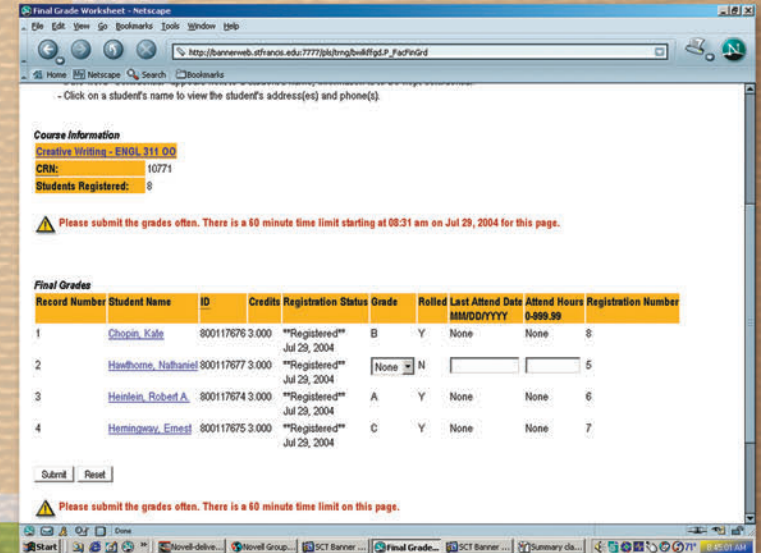
PERSONAL INFORMATION FILE



The Personal Information file allows you to do the following:

- View your Personal information
- Change your PIN (Must be a six-digit number)
- View/update your address and telephone number
- View/update your e-mail address

GRADING ON THE WEB

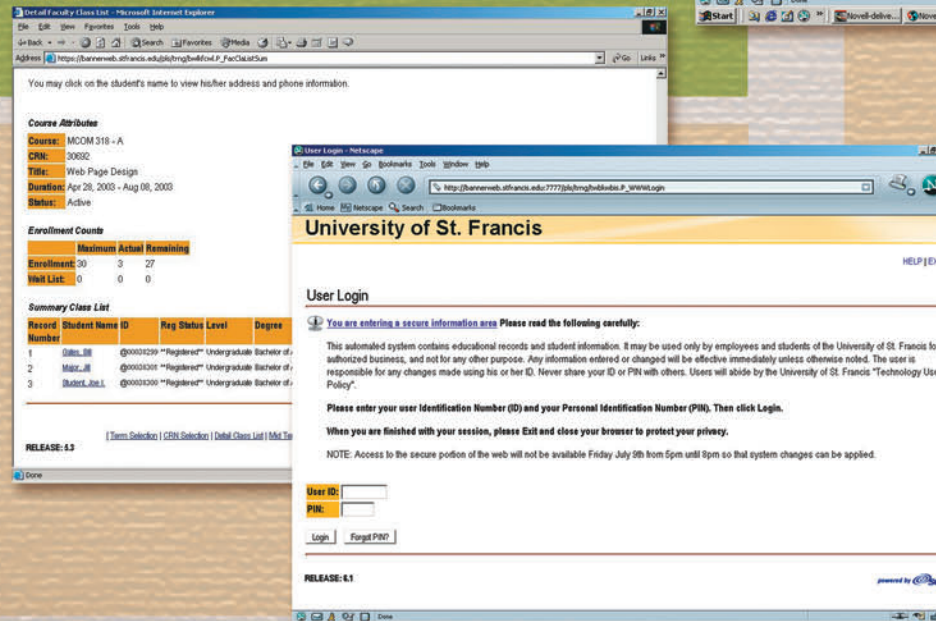


SUMMARY CLASS LIST

The Summary Class List shows students enrolled in class in a one line per student format.

To display:

1. Click on Summary Class List
2. Select the term you wish to view
3. Select the class you wish to view
4. For more information on a student, click on the name



To Grade on the Web:

1. Click on Final Grades
2. Select the term you wish to grade*
3. Select the class you wish to grade
4. Enter the grade using the drop down menu for each student - The grades with a,* are only used for Math 099 classes
5. Press Submit to send your grades

Note: There is a 60-minute "time-out" function that throws you out of the system.

**YOUR
PIN #** _____

***When viewing your teaching schedule, class list, registering or grading students, make sure that you have selected the correct term! ONLY THE PHYSICIAN ASSISTANT STUDIES PROGRAM IS ON QUARTERS!**