

EagleNET Faculty FAQs

How do I get to Advisor Access in EagleNet?

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>

How do I get to EagleNET for Faculty?

EagleNET is on the internet at the following address: <http://eaglenet.ewu.edu/>

How do I get access to EagleNET for Faculty?

All faculty automatically have access to EagleNET for Faculty.

How do I log on to EagleNet for Faculty?

From the EagleNET homepage, click on Faculty and Advisors.

Click in the User ID field and enter your 8 digit EWU ID number

Enter your 6 digit pin number in the Pin # field. If this is your first time logging into EagleNET, your initial pin was set to either your birthdate (mmddyy), or the last 6 digits of your EWU ID. If you have problems logging on, call the Help Desk x2247.

Where can I find more information on EagleNET for Faculty?

Please visit the following website: <http://access.ewu.edu/OIT/Services/IT-Training/Banner-Help.xml>. Click on *EagleNET for Faculty* links.

On the Final Grades page, when is it necessary to enter information into the Last Attendance Date and Attended Hours fields?

Last Attendance Date: Provide a date only when a grade of 0.0 is assigned. *Attended Hours:* No instance currently exists that would require any information to be entered here.

How will I update an incomplete grade?

If a student completes the requirements and as a result the grade needs to be updated, you can make this change by filling out a grade change form for Records and Registration.

Who can enter grades for a course that is assigned to multiple faculty members?

At this time, when multiple faculty are assigned to a course, any one of the faculty members are able to enter grades regardless of who is assigned as the primary instructor.

What if I have selected a class, term or student and my selection continues to reappear as a default selection?

To select another class go to CRN Selection (Faculty and Advisors menu). To select another term go to Term Selection (Faculty and Advisors menu). To select another student, go to ID selection (Student Information menu).

Important! (Permits/Overrides)

Is a student enrolled in a course after they are taken off the waitlist and permitted into a class?

Permitting a student in a course does NOT register the student for the course. The student still MUST ENROLL in the class via EagleNET or visit Records and Registration to be enrolled.

Will Records and Registration print out rosters?

No, Records and Registration will no longer print out rosters for departments. Faculty and staff can print rosters through access to EagleNET.

What happens if a faculty's grades are not entered into EagleNET on time?

If grades are not entered by the close of grading, then a grade change form for each student in the course must be turned in to Records and Registration.

What is a CRN?

A CRN stands for Course Reference Number. Each course has its own unique CRN by which it is identified. The CRN can be used to search for courses in EagleNET.

How do I find the CRN for a course?

The CRN is displayed if you search for a course in the "Class Search With Enrollment View" option under the Faculty and Advisors menu.

Where can I find more answers to my EagleNET questions?

Visit <http://access.ewu.edu/OIT/Services/IT-Training/Banner-Help.xml> to download the EagleNET Faculty and Advisor User's Guides.