

Banner Self-Serve

Introduction/Utility

Will demonstrate to faculty how to navigate through Banner Self-Serve via WestConduit.

Logging into Banner

1. Open an Internet browser.
2. Go to **WestConduit.wcsu.edu**
3. Enter your **User Name** (Windows username) and 6-digit **Banner PIN**.
4. Click **Login**.
5. From WestConduit, click the **Banner** tab.

WestConduit Secure Login

User Name:

Password:

Having problems logging in?

- Reset your password
- Supported web browsers

Entering your Grades Online

1. Choose **Faculty & Staff Services**.

Personal Information
Change your PIN, update your security question.

Faculty & Staff Services
Enter grades and registration overrides, view class lists and student information.

Student Services
Apply for admission, register, view your academic records and financial aid.

2. Choose from the options below:

Faculty & Staff Services

Term Selection
Use this to define a term to query for information

Select Student by Name/ID
Search using last name, first name, or middle initial

View Student Schedule
Must have student selected

View Student Schedule Grid
Must have student selected

View Student Academic Transcript
Must have student selected

View Student Address
Must have student selected

View Student Information
View student degree program, status, residency, etc. Must have student selected

Select a Section
Select a section for which you wish to view a class list

Class List
Must select a term and section first from the links above

Current Degree Evaluation (CAPP)
Curriculum, Advising and Program Planning - Current Degree Evaluation (CAPP)

For Faculty: Select Student in One of your Sections
By name for students enrolled in your sections

For Faculty: Your Teaching Schedule
Information on courses to which you are assigned

For Faculty: Your Teaching Schedule Grid
Weekly by day and time

For Advisor: Your Assigned Advisees List
View your own advisees information on list to which you are assigned

Note: Once a student is queried (Select Student by Name/ID), click on the Banner tab in WestConduit and then click the Faculty & Staff Services option to get back to this main menu to select another option to view for that student. All information will pertain to that student until another student is queried.

Mid Term Grades

Enter/View student mid term grades on courses to which you are assigned

Final Grades

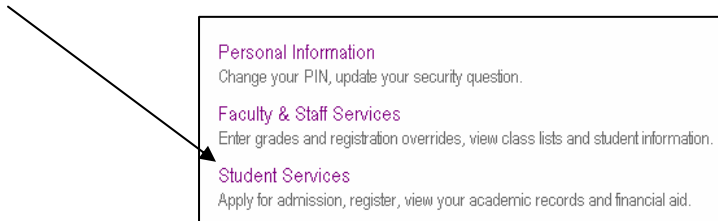
Enter/View student final grades on courses to which you are assigned

GPA Calculator

Calculate current, anticipated, desired, cumulative and semester GPA

Personal Information

1. Choose **Personal Information**.



2. Choose from the options below:

Personal Information

Change PIN

Change Banner Web PIN

Change Security Question

Change Banner Web Login Security Question

My WebCT Username

Display your WebCT username.