

## **Access to BannerWeb, Moodle, and GroupWise Email (for Smith College faculty)**

To access to BannerWeb@ Smith, Moodle, and GroupWise email, begin by completing and submitting the Employment Forms that are accessible online at <http://www.smith.edu/deanoffaculty/employmentforms.html>. Following receipt of the completed forms, your records will be established by the Office of Human Resources and a Smith College Banner ID number will be assigned. After your records are established in Banner, contact the Smith College OneCard ID Office to make arrangements to obtain your OneCard ID. Information about Smith College OneCard ID is available online at <http://www.smith.edu/its/onecard/index.html> . **Your Smith College Banner ID number will be printed on your OneCard ID.**

When you receive your Smith College Banner ID, complete the **Computer Network and GroupWise (Email)** Application form to request Novell network and GroupWise email accounts. Send the completed form to Smith's ITS User Support Center in Stoddard Hall (413-585-4487; 4its@smith.edu).

**BannerWeb@ Smith** is an online system that provides faculty and advisers with access to components of academic and registration records via the World Wide Web. The system can be accessed from any computer that has an Internet connection and runs one of the recommended Internet browsers

Using BannerWeb, faculty can view teaching schedules, search the schedule of classes, view class lists and waitlists, and view advisees' course schedules, transcripts and other general information. You may also submit student grades via BannerWeb. For further information about BannerWeb@Smith please see <http://www.smith.edu/registrar/faculty-staff.php>.

**To access to BannerWeb@ Smith** sign in using your Smith College Banner ID and PIN. The Office of Human Resources will inform you of your PIN for BannerWeb@ Smith.

Moodle is a web-based course management system used by faculty to place course materials on the web, and by students to access those materials. Additional information is available at <http://www.smith.edu/its/tara/moodle.html> . **If you would like to use Moodle**, please send a request via email to Caroline Moore, [cmoore@smith.edu](mailto:cmoore@smith.edu) with the following information: your first and last name, email address, your Banner ID number, and the name(s) of the course(s) you are teaching.

(The preceding information for establishing access to BannerWeb@ Smith, Moodle, and GroupWise email pertains to Smith College employees who are paid directly via the Smith College payroll. A different process for establishing access to BannerWeb@ Smith, Moodle, and GroupWise email applies to Five College faculty teaching at Smith. See "Access to BannerWeb, Moodle, and Email for Five College individuals teaching at Smith" online at <http://www.smith.edu/deanoffaculty/teaching.html> )