SELECT A TERM:

One of the first things you will be prompted to do in BannerWeb is to select a term. Be sure to select the correct term in which you are working. The selected term will remain selected on all screens until you change your term selection.

SELECT AN ADVISEE:

You will also be prompted to select an advisee prior to registering her on-line or before viewing her address or information.

You may enter an advisee’s ID number OR search by her last name. Click the Submit button.
Select New Advisee Term: Spring 2003-2004

Select the Student/Advisee that you wish to process and press the Submit Name button.

Student or Advisee: Araujo, Desiree F. (Advisee) 990640388

Submit

The student you selected should appear here. Otherwise, use the pulldown menu. Click on the Submit button.