

Welcome to **BannerWeb** an on-line system that provides faculty and advisers with access to components of academic and registration records via the Web. The system can be accessed from any computer that has an Internet connection and runs a standard Internet browser. A link to BannerWeb is available on the bottom bar of the Smith College homepage.

Using the BannerWeb module, you will be able to:

- View your teaching schedule
- Search the schedule of classes
- View your class lists
- View your waitlists
- View general information about your students and advisees
- View advisees' course schedules & transcripts

As with all information that we provide you about student records, the information accessed through BannerWeb is confidential and is for your own use in your role as an instructor and adviser. Because the various Banner web pages may include information that students do not want publicized, information should not be posted or copied for distribution.

To ensure security of your confidential data contained in **BannerWeb**:

- Never share your PIN with anyone.
- Be sure to logout completely (exit the system and shutdown your browser).

Use of this system is governed by the College's Acceptable Use Policy. Specific prohibitions relevant to the use of the BannerWeb system include "Disclosure of confidential information or invasion of personal privacy", "Sharing your account or password with anyone", and "...attempting to gain access to other users' accounts, or private files...". If you are unaware of the contents of this policy, please review it. The policy can be found on-line in the "Policies" section of the ITS Web site at:

<http://www.smith.edu/its>

If you have any difficulty connecting to the system or have technical questions, please contact the ITS User Support Center (ext. 4487). For questions or problems regarding your PIN, please contact Human Resources (ext. 2260).