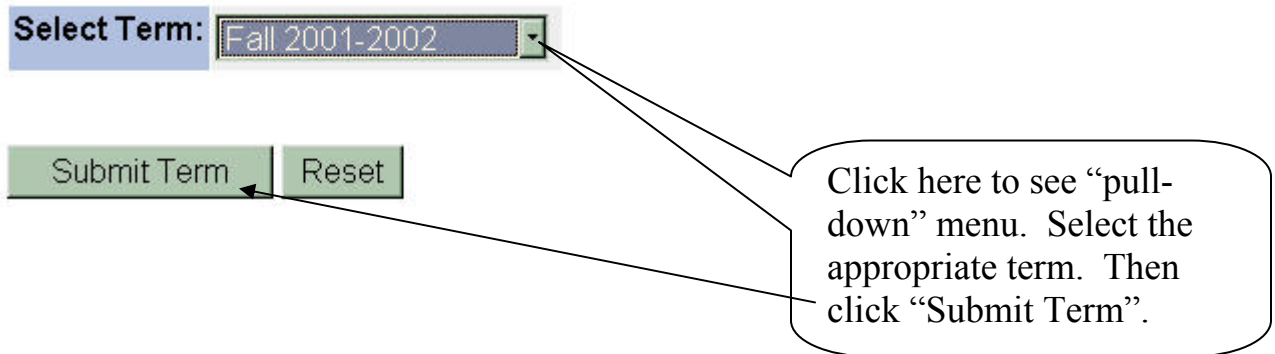


## SELECT A TERM:

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.

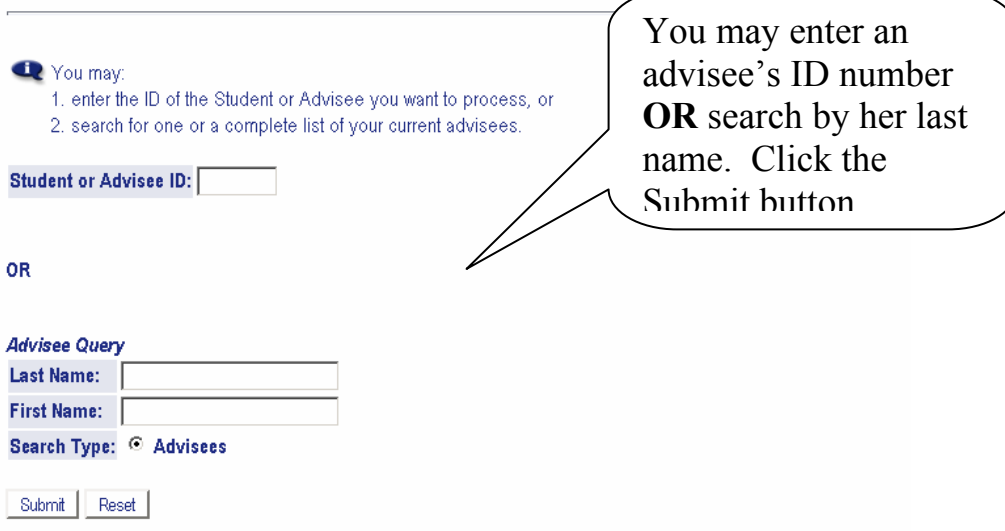


The screenshot shows a web form with a label "Select Term:" followed by a pull-down menu currently displaying "Fall 2001-2002". Below the menu are two buttons: "Submit Term" and "Reset". A callout box with two arrows points to the pull-down menu and the "Submit Term" button. The text in the callout box reads: "Click here to see 'pull-down' menu. Select the appropriate term. Then click 'Submit Term'."

## 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.

Select New Advisee Term: Spring 2003-2004



The screenshot shows a web form for selecting an advisee. It includes an information icon and the text "You may:" followed by two numbered instructions: "1. enter the ID of the Student or Advisee you want to process, or" and "2. search for one or a complete list of your current advisees." Below this is a text input field labeled "Student or Advisee ID:". The word "OR" is displayed below the field. Underneath is a section titled "Advisee Query" with two text input fields for "Last Name:" and "First Name:". Below these is a "Search Type:" label with a radio button selected next to "Advisees". At the bottom of the form are "Submit" and "Reset" buttons. A callout box with two arrows points to the "Student or Advisee ID:" field and the "Submit" button. The text in the callout box reads: "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

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

**Student or Advisee:**

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