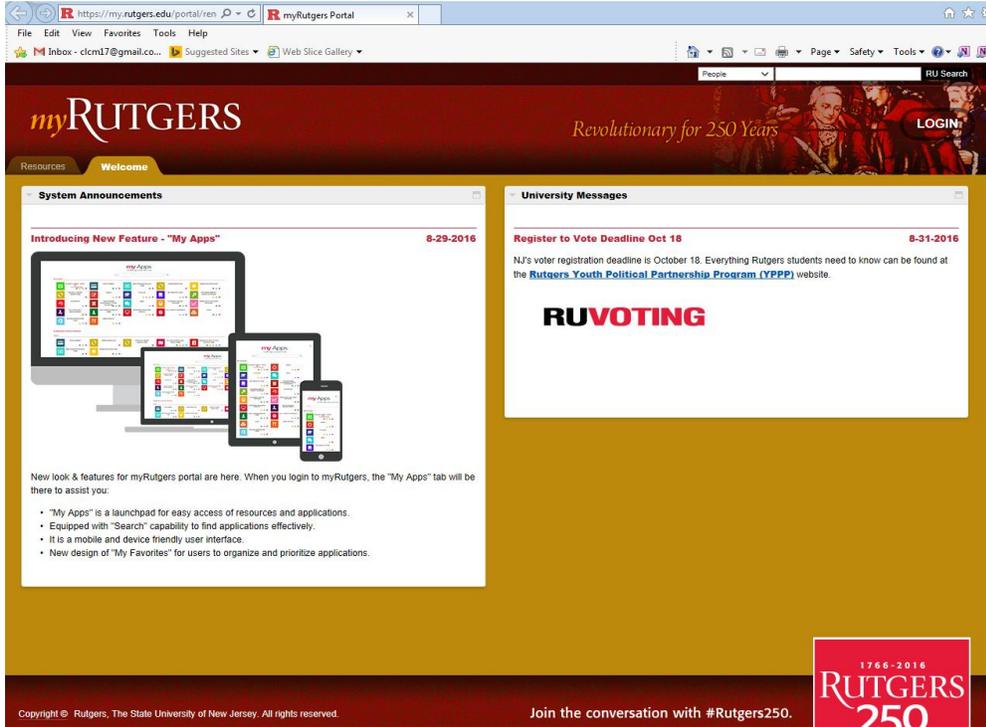
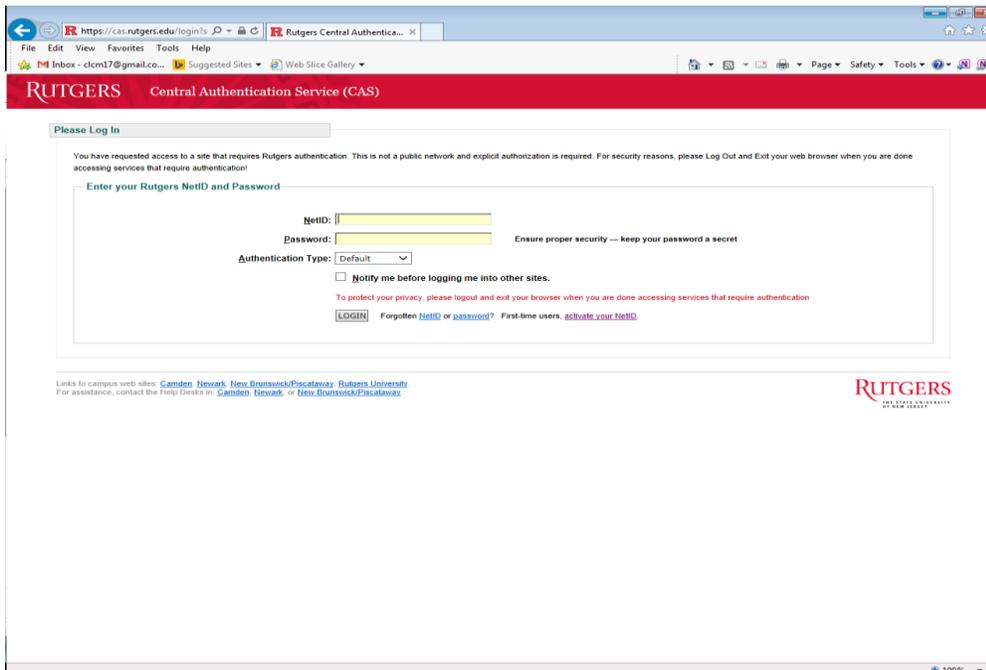


Faculty Self-Service Instructions

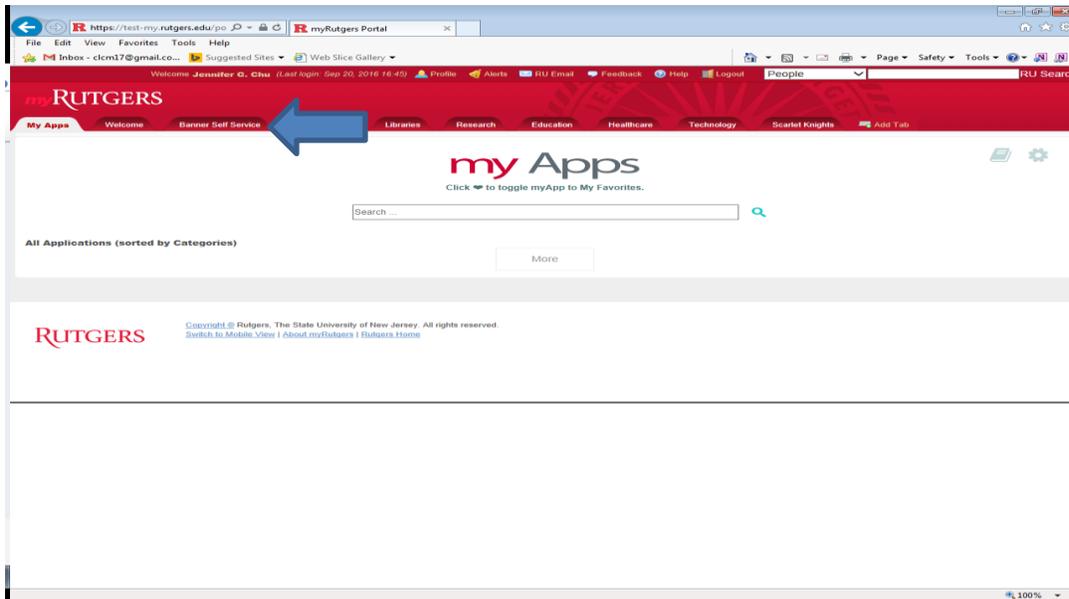
- Go to <https://my.rutgers.edu/portal/Login> and click on **Login**



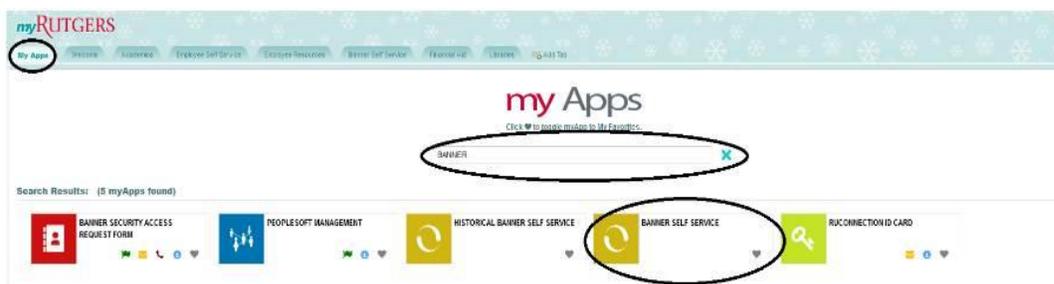
- Enter your Netid and password - Click **Login**



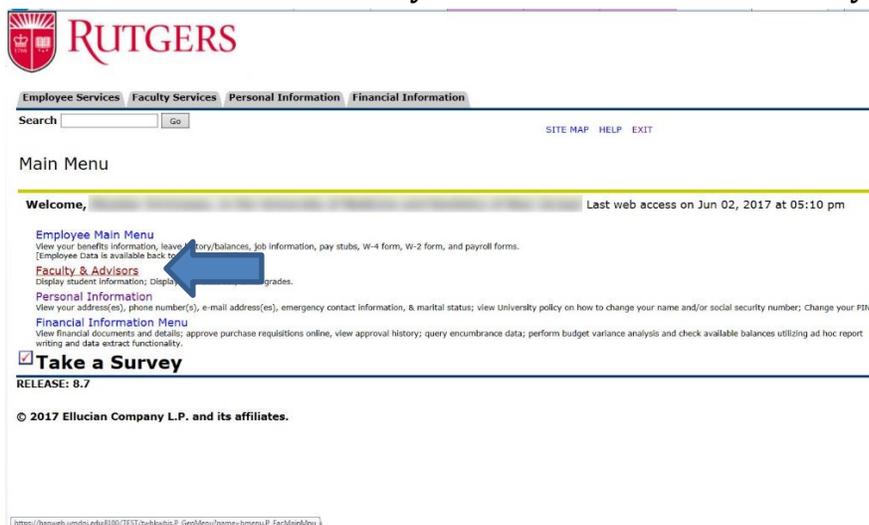
- Click the **Banner Self Service** tab or



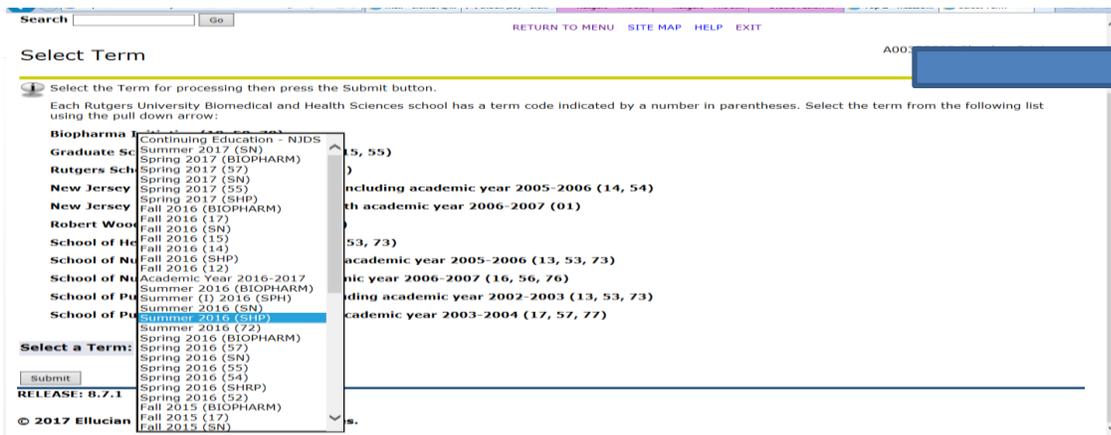
- Click the **My Apps** tab and enter Banner press enter to search



- Click the **Faculty Services** tab – Click the **Faculty & Advisors** link



- Faculty & Advisors Services menu will display - Click on **Term Selection**, to pick a term –
Click **Submit**



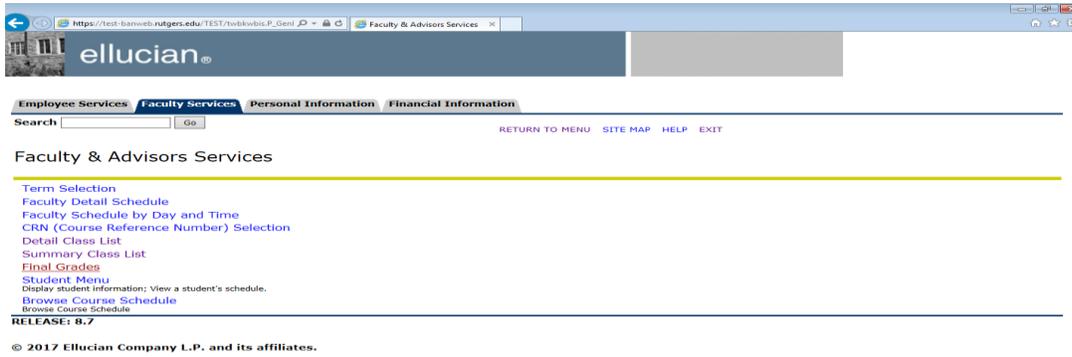
- Click **Summary Class List** - A summary class list will appear



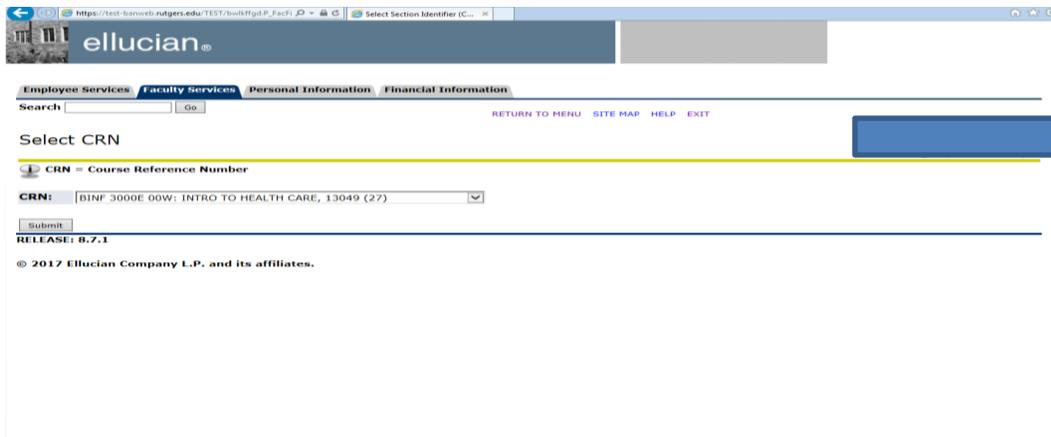
- Select a class** - Click on the link Email Class at the bottom of the page or the envelop icon to email students individually

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1			**Web Registered**	SHP - Graduate	3.000	Enter	
2			**Web Registered**	SHP - Graduate	3.000	Enter	
3			**Web Registered**	SHP - Graduate	3.000	Enter	
4			**Web Registered**	SHP - Graduate	3.000	Enter	
5			**Web Registered**	SHP - Graduate	3.000	Enter	
6			**Web Registered**	SHP - Graduate	3.000	Enter	
7			**Web Registered**	SHP - Graduate	3.000	Enter	
8			**Web Registered**	SHP - Graduate	3.000	Enter	
9			**Web Registered**	SHP - Graduate	3.000	Enter	
10			**Web Registered**	SHP - Graduate	3.000	Enter	
11			**Registered**	SHP - Graduate	3.000	Enter	
12			**Web Registered**	SHP - Graduate	3.000	Enter	
13			**Web Registered**	SHP - Graduate	3.000	Enter	
14			**Web Registered**	SHP - Graduate	3.000	Enter	
15			**Web Registered**	SHP - Graduate	3.000	Enter	

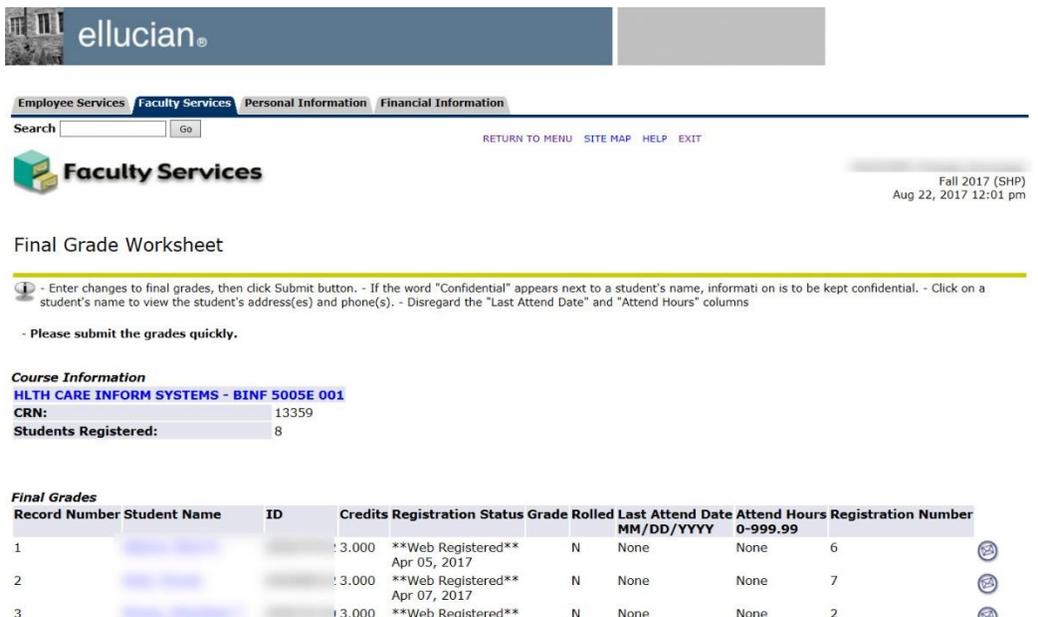
- Click Final Grades –



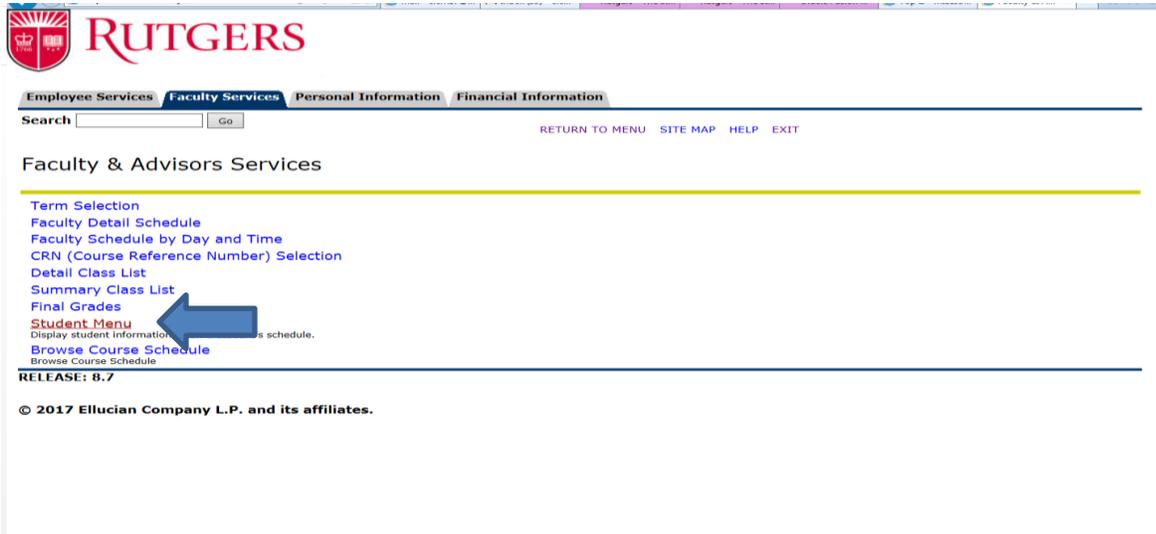
- Select a CRN = Course Reference Number - click Submit



- The **Final Grade Worksheet** will appear – Enter final grades – Click **Submit** (once you clicked submit grades cannot be edited) - Click **CRN Selection** (at the bottom of the page) to select another class

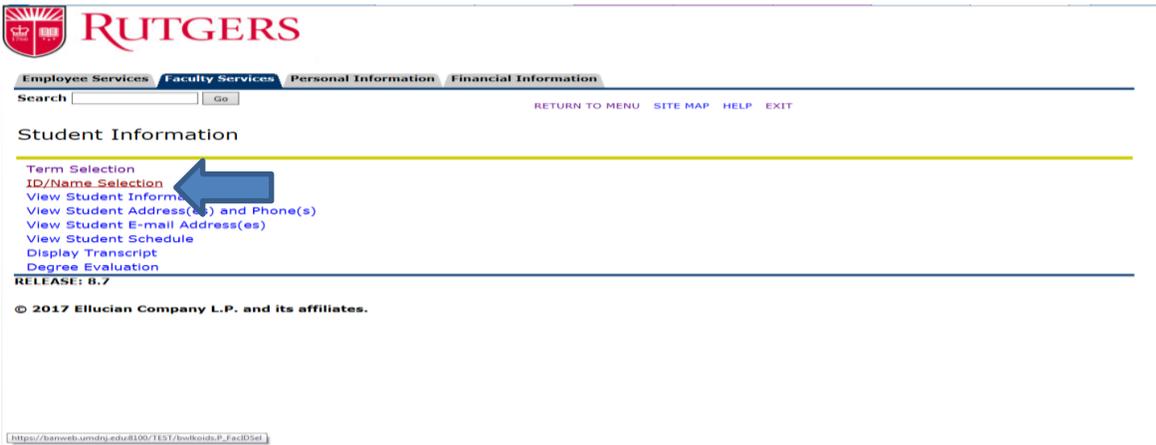


- Click **Student Menu**



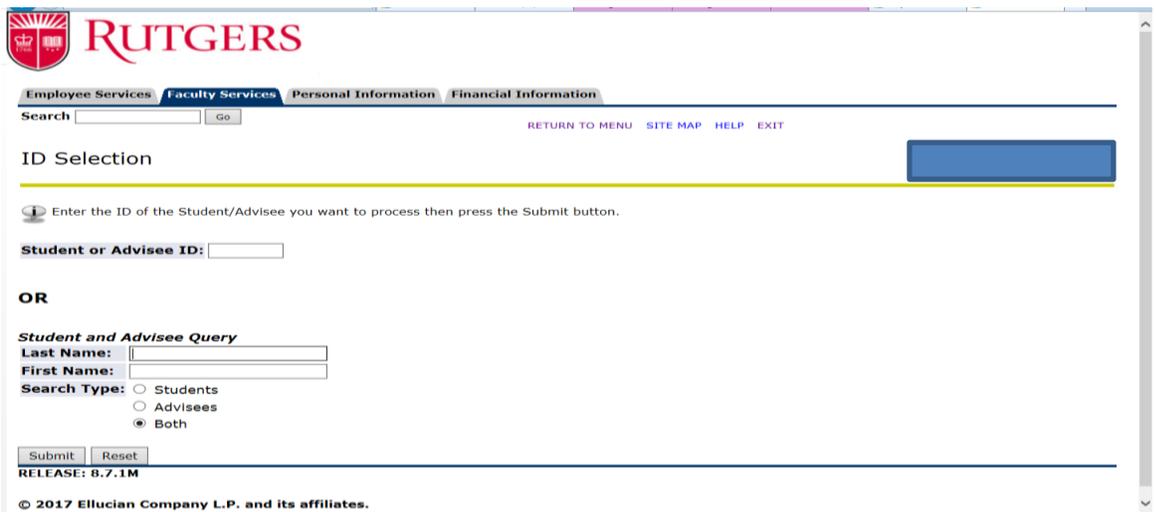
The screenshot shows the Rutgers website header with the logo and navigation tabs: Employee Services, Faculty Services, Personal Information, and Financial Information. Below the tabs is a search bar and a 'Go' button. The main content area is titled 'Faculty & Advisors Services' and contains a list of links: Term Selection, Faculty Detail Schedule, Faculty Schedule by Day and Time, CRN (Course Reference Number) Selection, Detail Class List, Summary Class List, Final Grades, Student Menu (highlighted with a blue arrow), and Browse Course Schedule. Below the links is a 'RELEASE: 8.7' notice and a copyright notice for 2017 Ellucian Company L.P. and its affiliates.

- Click **ID/Name Selection** – The ID Selection window will appear



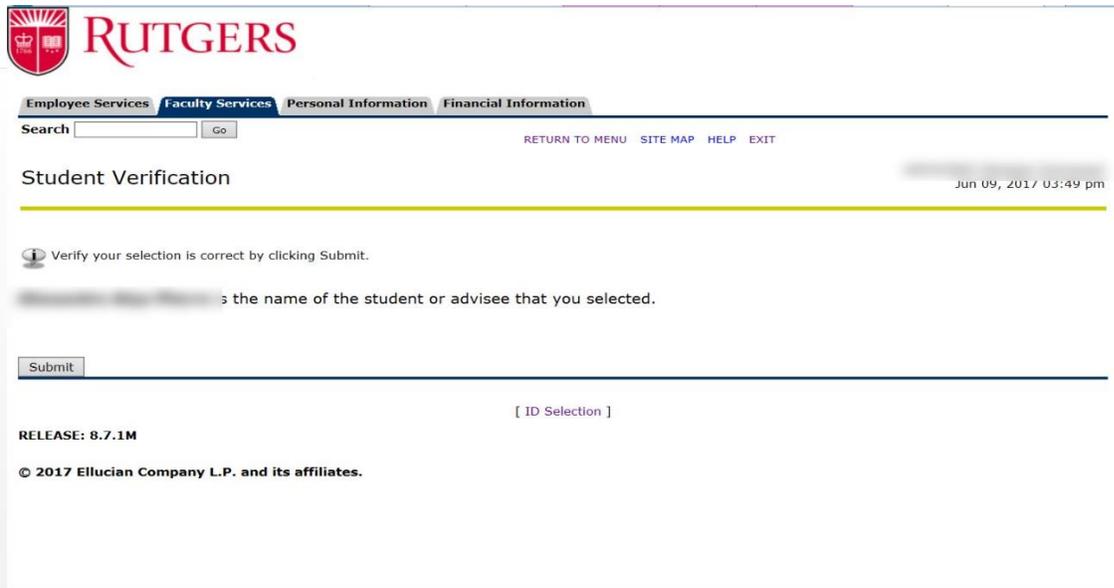
The screenshot shows the Rutgers website header with the logo and navigation tabs: Employee Services, Faculty Services, Personal Information, and Financial Information. Below the tabs is a search bar and a 'Go' button. The main content area is titled 'Student Information' and contains a list of links: Term Selection, ID/Name Selection (highlighted with a blue arrow), View Student Information, View Student Address(es) and Phone(s), View Student E-mail Address(es), View Student Schedule, Display Transcript, and Degree Evaluation. Below the links is a 'RELEASE: 8.7' notice and a copyright notice for 2017 Ellucian Company L.P. and its affiliates. A URL is visible at the bottom: https://hanweb.umdnj.edu:8100/TEST/bookinfo.P_FacIDSel.

- Enter Student or Advisee information – Click **Submit**



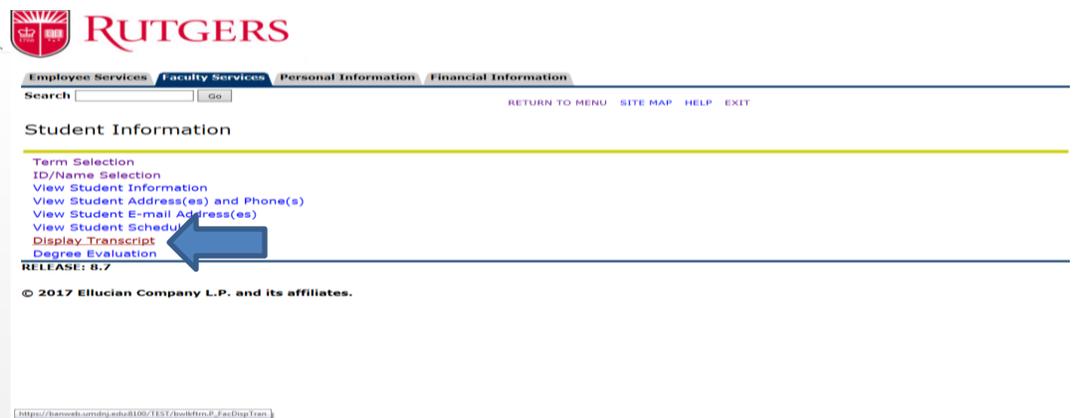
The screenshot shows the Rutgers website header with the logo and navigation tabs: Employee Services, Faculty Services, Personal Information, and Financial Information. Below the tabs is a search bar and a 'Go' button. The main content area is titled 'ID Selection' and contains a blue button. Below the button is a text input field with a placeholder 'Enter the ID of the Student/Advisee you want to process then press the Submit button.' Below the text input field is a 'Student or Advisee ID:' label and a text input field. Below the text input field is the text 'OR'. Below the text 'OR' is the text 'Student and Advisee Query'. Below the text 'Student and Advisee Query' are two text input fields: 'Last Name:' and 'First Name:'. Below the text input fields is the text 'Search Type:' and three radio buttons: 'Students', 'Advisees', and 'Both' (selected). Below the radio buttons are two buttons: 'Submit' and 'Reset'. Below the buttons is a 'RELEASE: 8.7.1M' notice and a copyright notice for 2017 Ellucian Company L.P. and its affiliates.

- Student Verification will appear to verify information – Click **Submit**



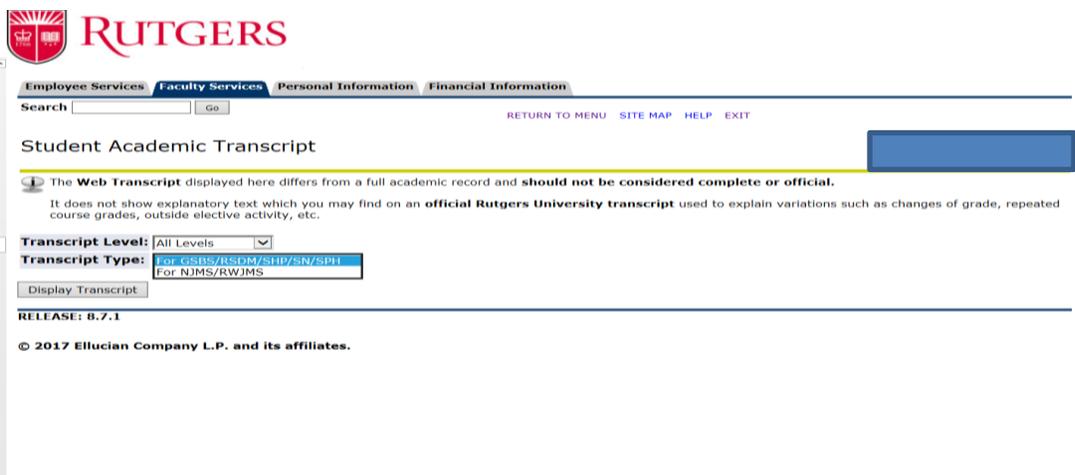
The screenshot shows the Rutgers University website with the 'Student Verification' page. At the top, there is a navigation bar with 'Employee Services', 'Faculty Services', 'Personal Information', and 'Financial Information'. Below this is a search bar and a 'Go' button. The page title is 'Student Verification' and the date is 'Jun 09, 2017 03:49 pm'. A message says 'Verify your selection is correct by clicking Submit.' Below that, there is a text input field with a placeholder 's the name of the student or advisee that you selected.' and a 'Submit' button. At the bottom, there is a '[ID Selection]' link, 'RELEASE: 8.7.1M', and '© 2017 Ellucian Company L.P. and its affiliates.'

- Click **Display Transcript**



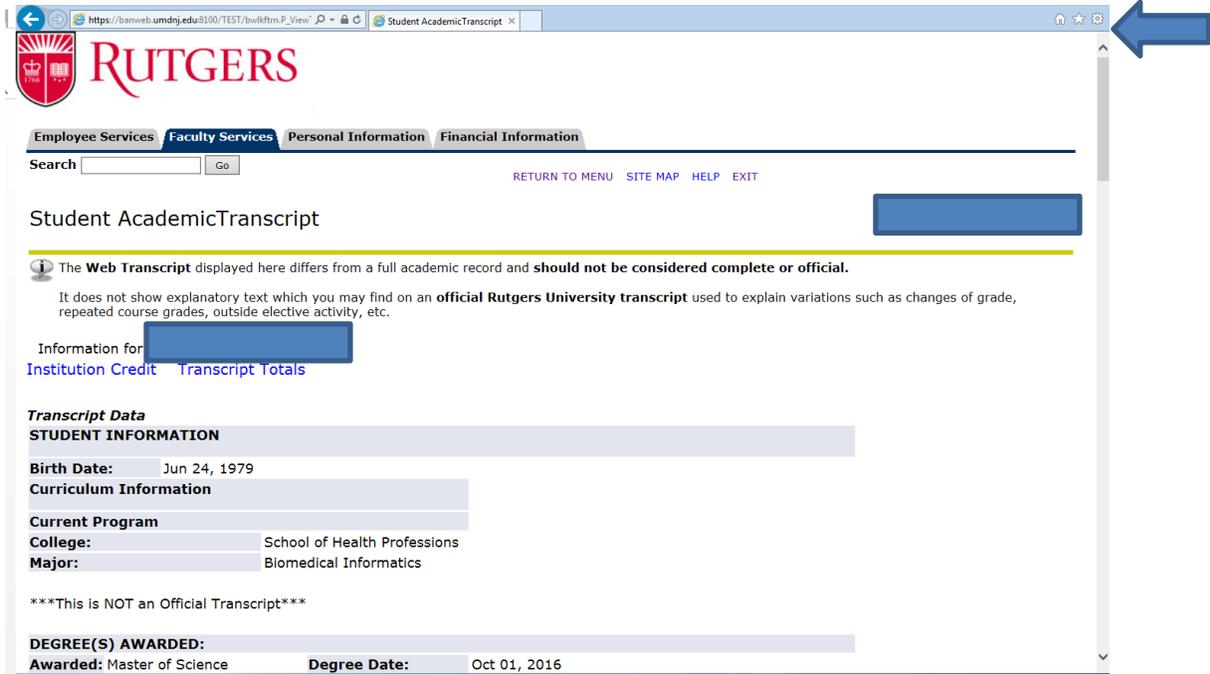
The screenshot shows the Rutgers University website with the 'Student Information' page. At the top, there is a navigation bar with 'Employee Services', 'Faculty Services', 'Personal Information', and 'Financial Information'. Below this is a search bar and a 'Go' button. The page title is 'Student Information'. A list of links is shown: 'Term Selection', 'ID/Name Selection', 'View Student Information', 'View Student Address(es) and Phone(s)', 'View Student E-mail Address(es)', 'View Student Schedule', 'Display Transcript', and 'Degree Evaluation'. A blue arrow points to the 'Display Transcript' link. Below the links, there is a 'RELEASE: 8.7' and '© 2017 Ellucian Company L.P. and its affiliates.' At the bottom, there is a URL: 'https://bamweb.umsl.edu:8100/TEC1/buildfrom_P_FacDispIran'.

- The Student Academic Transcript window will appear – Select the **Transcript Level:** It will default to “All Levels”- Select the **Transcript Type:** Select accordingly – Click **Display Transcript**



The screenshot shows the Rutgers University website with the 'Student Academic Transcript' page. At the top, there is a navigation bar with 'Employee Services', 'Faculty Services', 'Personal Information', and 'Financial Information'. Below this is a search bar and a 'Go' button. The page title is 'Student Academic Transcript'. A message says 'The Web Transcript displayed here differs from a full academic record and should not be considered complete or official. It does not show explanatory text which you may find on an official Rutgers University transcript used to explain variations such as changes of grade, repeated course grades, outside elective activity, etc.' Below this, there are two dropdown menus: 'Transcript Level:' with 'All Levels' selected, and 'Transcript Type:' with 'For CMBS/BS/DM/SHW/SN/SPH For NJMS/RWJMS' selected. Below the dropdowns, there is a 'Display Transcript' button. At the bottom, there is a 'RELEASE: 8.7.1' and '© 2017 Ellucian Company L.P. and its affiliates.'

- The Student Academic Transcript will display – If you wish to print it – Click the **Tool Icon** on the right hand side – Click **Print** – Print Review – **Print**



https://banweb.umdnj.edu:8100/TEST/bwlftrm_P_View? Student Academic Transcript x

RUTGERS

Employee Services Faculty Services Personal Information Financial Information

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Academic Transcript

The **Web Transcript** displayed here differs from a full academic record and **should not be considered complete or official.**

It does not show explanatory text which you may find on an **official Rutgers University transcript** used to explain variations such as changes of grade, repeated course grades, outside elective activity, etc.

Information for

[Institution Credit](#) [Transcript Totals](#)

Transcript Data

STUDENT INFORMATION

Birth Date: Jun 24, 1979

Curriculum Information

Current Program

College: School of Health Professions

Major: Biomedical Informatics

This is NOT an Official Transcript

DEGREE(S) AWARDED:

Awarded: Master of Science **Degree Date:** Oct 01, 2016