

Banner Self-Serve

Introduction/Utility

Will demonstrate to faculty how to navigate through Banner Self-Serve via WestConnduit.

Logging into Banner

1. Open an Internet browser.
2. Go to **WestConnduit.wcsu.edu**
3. Enter your **WestConn User Name** (Windows username) and **WestConn Password** (Windows password).
4. Click **Login**.
5. From WestConnduit, click the **Banner** tab.



WestConnduit Secure Login

User Name:

Password:

Having problems logging in?

- Reset your password
- Supported web browsers

Faculty & Staff Services

1. Choose **Faculty & Staff Services**.

Personal Information

View WestConn ID, change PIN, access EZPAY.

Faculty & Staff Services

Enter grades and registration overrides, view class lists and student information.

Student Services

Apply for admission, register, view your academic records and financial aid.

2. Choose from the options below:

Search

Term Selection

Use this to define a term to query for information

Select Student by Name/ID

Search using last name, first name, or middle initial

View Student Schedule

Must have student selected

View Student Schedule Grid

Must have student selected

View Student Academic Transcript

Must have student selected

View Student Address

Must have student selected

View Student Information

View student degree program, status, residency, etc. Must have student selected

Select a Section

Select a section for which you wish to view a class list

Class List Summary

Must select a term and section first from the links above

Note: Once a student is queried (Select Student by Name/ID), click on the Banner tab in WestConnduit and then click the Faculty & Staff Services option to get back to this main menu to select another option to view for that student. All information will pertain to that student until another student is queried.

[For Faculty: Select Student in One of your Sections](#)

By name for students enrolled in your sections

[For Faculty: Your Teaching Schedule](#)

Information on courses to which you are assigned

[For Faculty: Your Teaching Schedule Grid](#)

Weekly by day and time

[For Advisor: Your Assigned Advisees List](#)

View your own advisees information on list to which you are assigned

[Mid Term Grades](#)

Enter/View student mid term grades on courses to which you are assigned

[Final Grades](#)

Enter/View student final grades on courses to which you are assigned

[GPA Calculator](#)

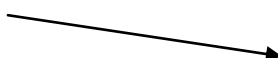
Calculate current, anticipated, desired, cumulative and semester GPA

[Attendance Menu](#)

Enter and review Daily Class Attendance

Personal Information

1. Choose **Personal Information**.



[Personal Information](#)

Change your PIN, update your security question.

[Faculty & Staff Services](#)

Enter grades and registration overrides, view class lists and student information.

[Student Services](#)

Apply for admission, register, view your academic records and financial aid.

2. Choose from the options below:

Please Note: Options may vary

Personal Information

Student

Faculty Services

Search

Go

[My WestConn Id and Blackboard Username](#)

Display your WestConn 8-digit Id and Blackboard username

[Room Plots Grid](#)

View classroom usage.

[EZPay](#)

Manage CONNect Cash Account and Make Tuition Payments

[Room Plots Grid](#)

Room Plots Worksheet web page

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