

## GriffinNet Faculty Portal-Course Offering Search

1. Start at [www.fontbonne.edu](http://www.fontbonne.edu)
2. At the top right is a menu labeled "Resources For". Hover over this menu choice.



3. From the Drop-down menu click on "Faculty and Staff" On this page Click on GriffinNet- located in the top right-hand corner.



4. Then click on the link for the Faculty Portal.

## **New Fontbonne University Student and Faculty Portals**

### **[Faculty Portal](#)**

5. Enter your Username and Password for Griffinnet. This is the same password used to log in to your computer. Please contact IT for assistance with your log in information. The term listed will be the current term-change the term if needed to view the correct course offering information.
6. Click Login

**Faculty Portal Login**

*Note: Required fields are marked with an asterisk (\*)*

\*Username:

\*Password:

Term:

*Contact your portal admin if you forgot your Username*

7. The FERPA statement will appear. Click accept to enter the portal.

**Family Educational Rights and Privacy Act**

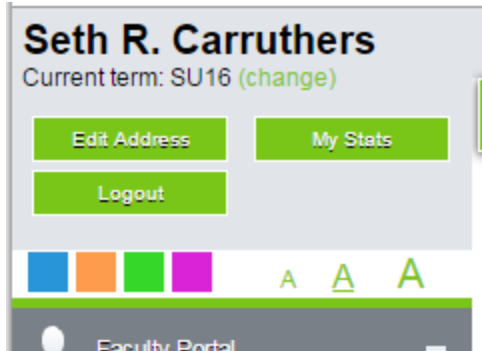
You are attempting to access information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA).

You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only that information needed to complete your assigned or authorized task.

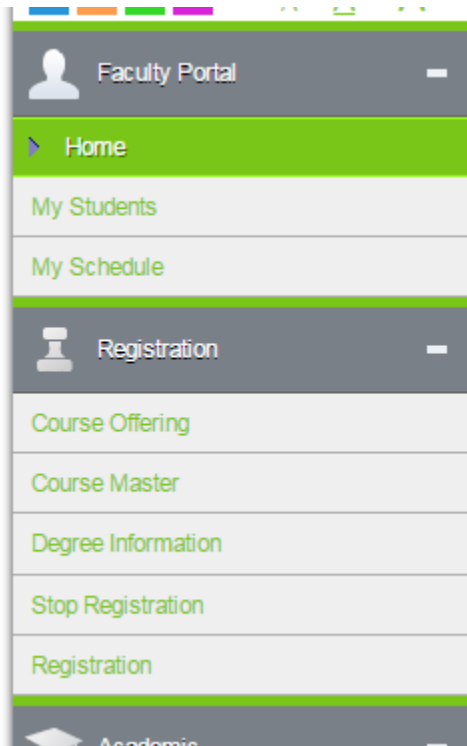
You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

[FERPA](#)

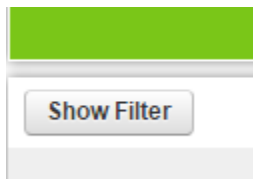
8. Notice that the top left corner lists your name and the current term. There are also boxes for changing the look of your screen color and font size. This area also has a place to change your password.



9. The left side of your screen is the main menu. Under Registration Click on Course Offering.



10. To search for specific departments or courses click on the Show Filter icon.



11. The Filter menu allows you to search various days of the week, start times, Divisions (Academic Departments), and Departments (Course Prefixes).

Scheduled Day(s):      Start Time From:

Sunday      [dropdown]

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday      [dropdown]

Start Time To:

Divisions:

Behavioral Sciences

Biological & Physical Sciences

Business Administration

Communication Disorders/Deaf Education

Education/Special Education

English & Communication

Family & Consumer Science

Select All      Clear All

Departments:

ACS

ACT

ART

BIO

BNF

BON

BSA

Select All      Clear All

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12. To choose multiple options, hold down the Control key on your keyboard (CTRL) and click on the choices you need.

13. To get the desired result, click on the Apply Filter icon. You may also click on Reset Filter to change the filters.

