GriffinNet Faculty Portal-Clear Students for Registration

1. Start at 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. The term listed will be the current term.
6. Click Login

Faculty Portal Login

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

*Username: [   ]

*Password: [   ]

Term: [SU16 ▼]

Login

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

Accept   Cancel

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.
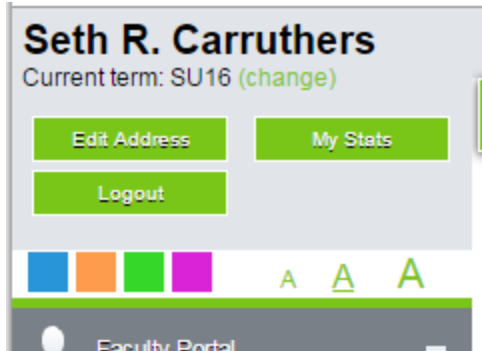
9. The left side of your screen is the main menu. Under Registration Click on Stop Registration.
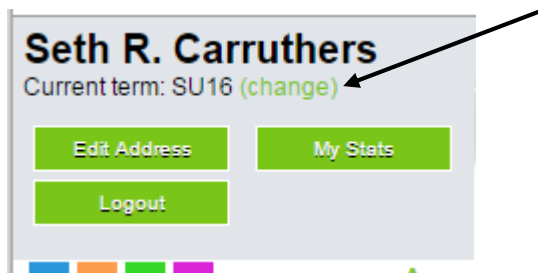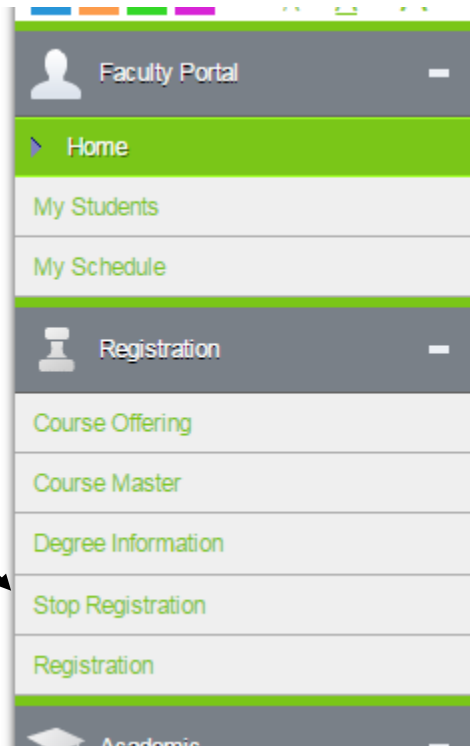
10. The list of Advisees will appear with a check box next to each name. The checkbox indicates that the student CANNOT register online. Remove the checkbox to clear the student to register.

Advisees		
Stop Registration	Student Name	Student ID
☑	Carruthers, Leann Christine	223949
☐	Weaks, Lisa M.	265530

11. Then click on Save at the bottom of the list.

Total Students: 2

Save

12. If necessary, change the term from SU16 to FA16 in order to clear the student for online registration for both terms.

Seth R. Carruthers
Current term: SU16 (change)

Edit Address   My Stats

Logout