

## GriffinNet Faculty Portal-Register My Students

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. 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:

*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**

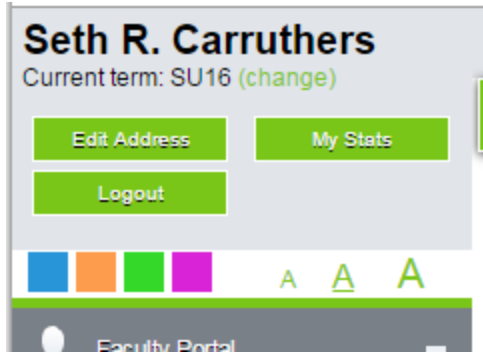
You are attempting to access information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA).

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.

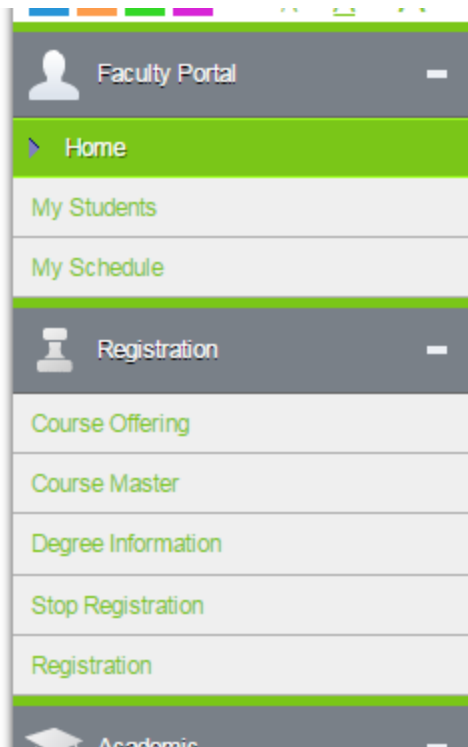
You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

[FERPA](#)

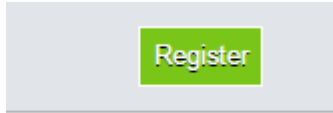
8. Notice that the top left corner lists your name and the current term. There are also boxes for changing the look of your screen color and font size. This area also has a place to change your password.



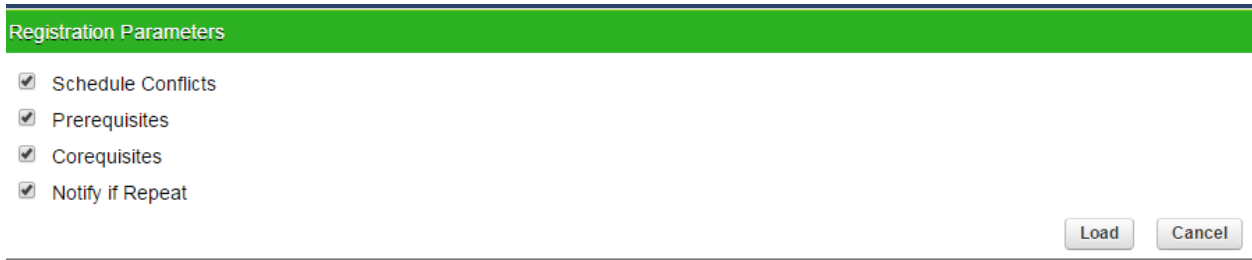
9. The left side of your screen is the main menu. Under Registration Click on Registration.



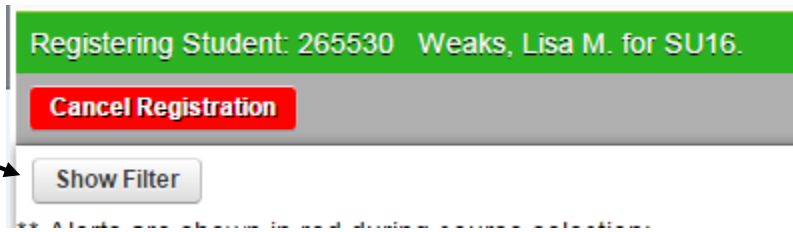
10. The list of Advisees will appear. Click on Register to process registration on behalf of the student.



11. On the Registration Parameters simply click on Load.



12. Choose the correct courses to register the student by clicking on the checkbox next to the course. You may also use the filter to narrow your search.



Select the checkbox next to the course you wish to add.

Offering List		
Add	Course	
<input type="checkbox"/>	ACT210WB01W	Financial Accounting
Instructor	Room	Days

13. As you add courses they will appear at the top of the screen to show the student schedule as you process the registration. If you need to drop a course or section you can do so in this section.

Select the checkbox next to the course you want to drop.

Registered Courses		
Drop	Course	
<input type="checkbox"/>	ACT210WB01W	Financial Accounting
Instructor	Room	Days
Magrath	TBA-TBA	

14. When all courses have been chosen click on Save Registration at the top right corner. The schedule for the student will appear when you have saved the registration.

