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](http://faculty.portal)
5. Enter your Username and Password for Griffinet. The term listed will be the current term.
6. Click Login

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

<table>
<thead>
<tr>
<th>Drop</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACT210WB01W</td>
</tr>
<tr>
<td></td>
<td>Financial Accounting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Room</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magrath</td>
<td>TBA-TBA</td>
<td></td>
</tr>
</tbody>
</table>

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.