I. LOG INTO THE FACULTY STAFF PORTAL
   - Go to www.weber.edu
   - CLICK faculty & staff
   - Enter your Groupwise Username in the designated field
   - Enter your Groupwise password in designated field
   - CLICK the Enter button

II. GETTING INTO LYNX / BANNER
   - CLICK Lynx Self-Service in the purple bar
   - if you do not have Lynx Self-Service in the purple bar
     - CLICK Preferences
     - CLICK the Quick Links tab
     - SCROLL until you see the link and selection box for Lynx self service
     - CLICK the box corresponding to Lynx self service
     - SCROLL to the bottom of the form
     - CLICK the Submit button
   - CLICK Faculty & Advisors

III. STUDENT ACADEMIC TRANSCRIPT
   - CLICK Advisor Menu
   - CLICK Student Academic Transcript
   
   The Term Selection form should pop-up
   - SELECT the term you wish to review information within (i.e.: Fall 2005)
   - CLICK the Submit Button
   
   The Student/Advisee ID Selection form should pop-up
   - ENTER the student W#, -OR- Enter the student’s name
   - CLICK the Submit button
     - If you performed a name search and there is more than one student matching your parameters you will now need to select the correct student from the ID Selection drop down field.
     - CLICK the Submit button
   
   The Student Verification form should pop-up
   - CLICK Submit
   - SELECT the Transcript Level and Transcript Type from the appropriate drop-down-menu
   - CLICK the Display Transcript button