

Student Academic Transcripts

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