1. Place the mouse pointer on ** Faculty & Staff** within the Menu box.

2. Click on “Web for Faculty” to access the Web for Faculty or the NSUConnect system.

Note: The Attendance Reporting System, Moodle, NSUConnect Instructional Booklet, SIS Instructional Booklet for Advising & Registration, and the Family Educational Rights and Privacy Act Guidelines and Tutorial can be accessed from this Home Page.
To Access Spring and Summer 2012 information, click on “Enter Faculty and Advisor Services” or “Midterm and Final Grades” for access to the Web for Faculty and Advisors System; or

To Access Fall 2012 information, click on NSUCconnect for access to the SSB Banner System; or

To Access Fall 2012 Records database, use the Records link.
How to log into NSUConnect (SSB)

1. Click “Enter Secure Area.”

2. Enter your User ID (SSN or CWID)

3. Enter your DEFAULT PIN
   a. This is either your date of birth – MMDDYY or
   b. The last six digits of your CWID number

4. Click on “Login”

After 90 minutes of inactivity, you will need to log back in.

**NOTE:** If this is the first time you have logged in, your PIN will automatically expire and you will need to select a new one. See Appendix A for assistance with this. If you have logged in previously, you will be taken to the main menu.
FERPA - Confidentiality Statement (Please Read)

Along with the right to access the transcripts of students at Northwestern State University comes the responsibility to maintain the rights of students, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The University Catalog, Semester Bulletins and Student Handbook state the policy regarding student records at Northwestern State University. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Northwestern State University has established the following as Directory Information: student’s name, mailing address, email address, photograph, telephone number, dates of attendance, enrollment status (e.g., undergraduate or graduate; full-time or part-time), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, including naming to honor rolls; and the most recent education agency or institution attended. All other information may not be released without written consent of the student. Grades, Social Security Numbers, Campus Wide ID Numbers, Financial Information, Ethnic, Religious Information, and Student Schedules should not be released to anyone other than the student under discussion and not over the phone.
NSU Connect serves Students and Faculty needs (think of it as a combination of Web for Faculty and Web for Student all in one). Every person who logs into NSU Connect will have a Personal Information Tab. If you were ever a student at Northwestern, you will also have a Student tab. If when you were a student, you also had Financial Aid, you would also have a Financial Aid tab. As a faculty or advisor at Northwestern, you will have a Faculty Services tab.

Helpful Tips:
1) Once you’ve started to navigate to different links and pages, it is helpful to use the “Return to Menu” link in the upper right hand corner.
2) NSU Connect works best with Internet Explorer and you can increase the text size by using the Internet Explorer Text Size feature (available from either the View menu or the Pages drop down).
The Personal Information menu allows you to view and update your contact information as well as changing your PIN or your security question.

Occasionally, surveys can be sent out to specific populations and they can also be accessed from the menu.

You are strongly encouraged to provide Emergency Contact information.
For the purposes of Advising, you should use the first link “Student Information Menu”.

The Faculty and Advisor Menu contains links that predominantly assist with instructional support: class rosters, submitting grades, providing office hours, etc.

This guide will be updated at a later date with more information about submitting grades and reviewing outstanding Incompletes.

**In the new Records Database, “Call Number” is referred to as “CRN” which is an acronym for “Course Reference Number”**.

The Class Schedule is also available externally (you do not need to log in to access the Class Schedule Search page). Unlike Web For Faculty, you do NOT need to select a day or time to get results when using the NSU Connect Class Search page.
If you are the primary advisor of a student, you should be able to find that student on your Advisee Listing. The Advisee Listing is the easiest way to access all relevant information about a student.

If a student is not on your advisee listing, you can use “Find a Student ID” to search by either student CWID or name. The first time you select a link on this menu, you will also need to select a Term.
After selecting a Term code, you will then be directed to Select a Student.

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

You can use "%" as a wild card when performing a name search.

Student or Advisee ID: [_____]

OR

Student and Advisee Query

Last Name: [_____]
First Name: [_____]
Search Type: 
- [ ] Students
- [ ] Advisees
- [ ] Both
- [ ] All

Submit  Reset

You can use a “%” to assist in your search:

If you search for: Smith, Adam C. the results you’ll get are:

Student or Advisee:
Smith, Adam C.
Smith, Adam C.
Smith, Adam J.
Smith, Adam L.

But if you search for: Smith, Adam C. the results you’ll get are:

Student or Advisee:
Smith, Adam C.
Smith, Adam C.
Smith, Adam J.
Smith, Adam J.
Smith, Adam L.
Smith, Adrianna

If you don’t have a student CWID, use the percent sign to help find the correct student.

To select a new student, use the “Find a Student ID” link again.
Advisee Listing

The Advisee Listing page is the easiest way to review multiple records without having to do numerous ID searches. You can work with your Department Assistant to ensure that your advisee list is clean.

From the Advisee List you can easily email a single or multiple advisees, view Student Information (including program, primary advisor, and expected graduation information), view Holds that the student may have, view Unofficial Transcripts, and view Degree Evaluations.

If a student is required to get advising, they will have an Alternate PIN value populated. When you have successfully advised the student, you can give the student the Alternate PIN. This will allow them to access the registration link in the NSU Connect system and they will then be able to register for courses. The alternate PIN is only displayed on the Advisee List page. If you are advising a student who is not on your advisee list (remember, you can always do a student ID search to assist with advising a student), you have three options in order to retrieve the Alternate PIN for the student:

1) Connect to the primary advisor and retrieve the PIN from him or her
2) Request to the department assistant, that you be added as a secondary advisor, thus allowing the student to show on your advisee list
3) Utilize a secure method of communication (email, signed advisor notice, etc) and have the student retrieve the PIN from the Department assistant.

Alternate PIN use is an intermediate step until the enhancement to release holds through NSU Connect can be implemented.

Degree Evaluations:
The current Web for Faculty Degree evaluation functionality will continue to be available through the end of the Summer semester. While advising continuing students, you should continue to use the Web for Faculty/SIS degree evaluation since these records will be most complete. Currently, Degree Evaluations in the new Records Database do not have any Substitution data. Evaluations can still be performed but such audits will be based solely on earned credits. Substitution data will be converted after summer is over. Also, it is important to know that the NSU Connect Degree Evaluation is only a transitional placeholder until the more robust, DegreeWorks evaluation program can be implemented. This DW implementation will begin late fall with a projected finish for Fall 2013 registration, or at the latest, pre-registration for Spring 2014.
Registration Overrides

NSU Connect has the functionality to allow the primary instructor of a course to grant permission or overrides to a student for courses the primary instructor teaches. Any override granted is specific to a student, for that specific term, for that specific class offering (CRN). It is possible to grant overrides directly in the Records Database as well which are not CRN specific but would still be student and Term specific. Thus, any permissions granted in one term, would last the whole term, but would not rollover to the next term.

Before successfully navigating to the Override page, a term and student ID must be selected.

As you can see from the list, Overrides are Error specific unlike in SIS where a permission overrides all possible errors. Granting a student a Capacity override will allow them in the CRN as long as they do not hit any other errors (pre-req, time conflict, etc).

Some permission are unique to a department. The Nursing Permission value should NOT BE USED BY ANY FACULTY MEMBER, only by Nursing Department administrators with direct access to the Records database.

Time Conflict should only be granted by the instructor of the course in which the student is departing early.

Your ID is stored with these records so the institution can and will review overrides that were granted for trends or misuse.

There is not an override for increasing the Max Hours a student may register for. Unlike SIS, this specific override will need to be handled by the Registrar’s Office.

The page will also show you any overrides already granted for that student and detail of any courses the student may have already registered for.

Students can see what permissions they have been granted on their Registration Status page.
Appendix A:
First Time Log In
Or
Expired Pin

The first time you log in, your pin will automatically expire. You will need to re-enter that expired PIN and then create a new pin which you will need to enter twice to validate.

NOTE: you can mix numbers and letters  
NOTE: the PIN must be at least 6 characters  
NOTE: the PIN may not be more than 15 characters

After resetting your PIN, you will be required to confirm that PIN and select a security question.

Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Security Question Answers ARE CASE SENSITIVE so be mindful of how you type your answer.

If you do not like any of the default security questions, you may make your own question.

Please Confirm your Pin: [input field]

Question: Who is your hero?  
Answer: [input field]

OR

Question: [input field]  
Answer: [input field]

Upon Submitting your confirmed PIN, Question, and Answer. You will be redirected to the Main menu. Refer to page 6 for more information about the Main Menu.