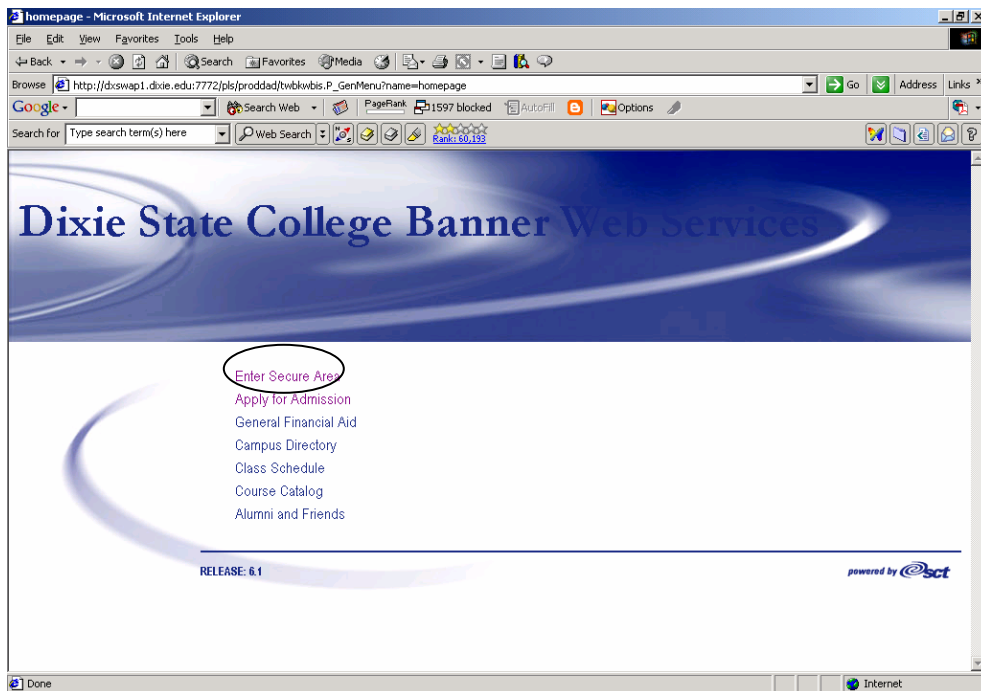


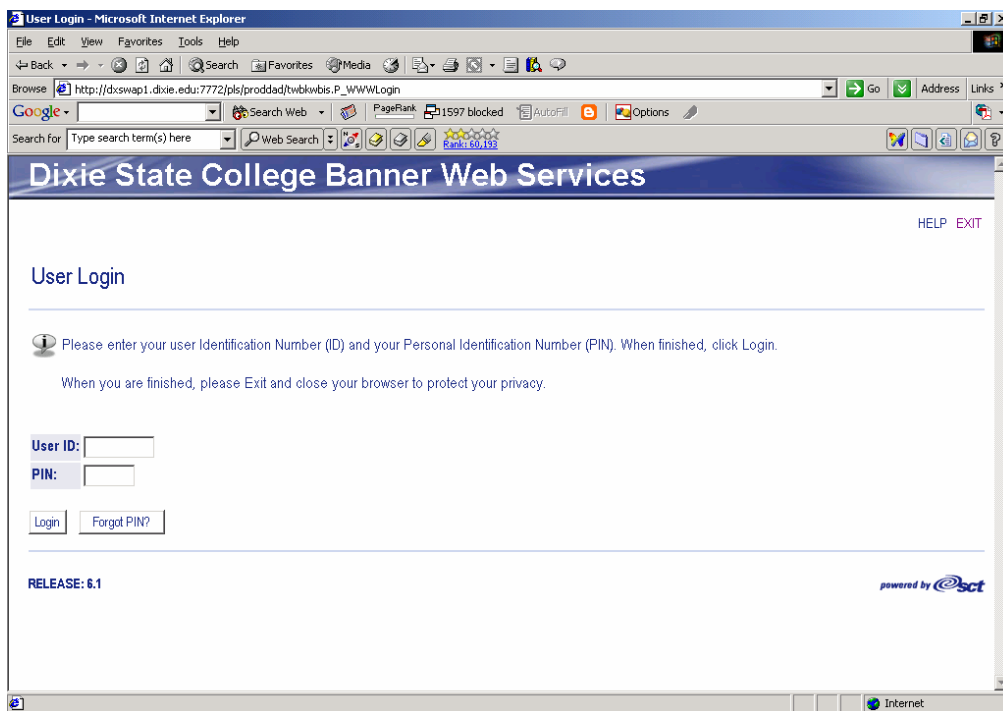
DIXIE STATE COLLEGE * FACULTY WEB SERVICES

The following steps describe how to access the Banner Web Services:

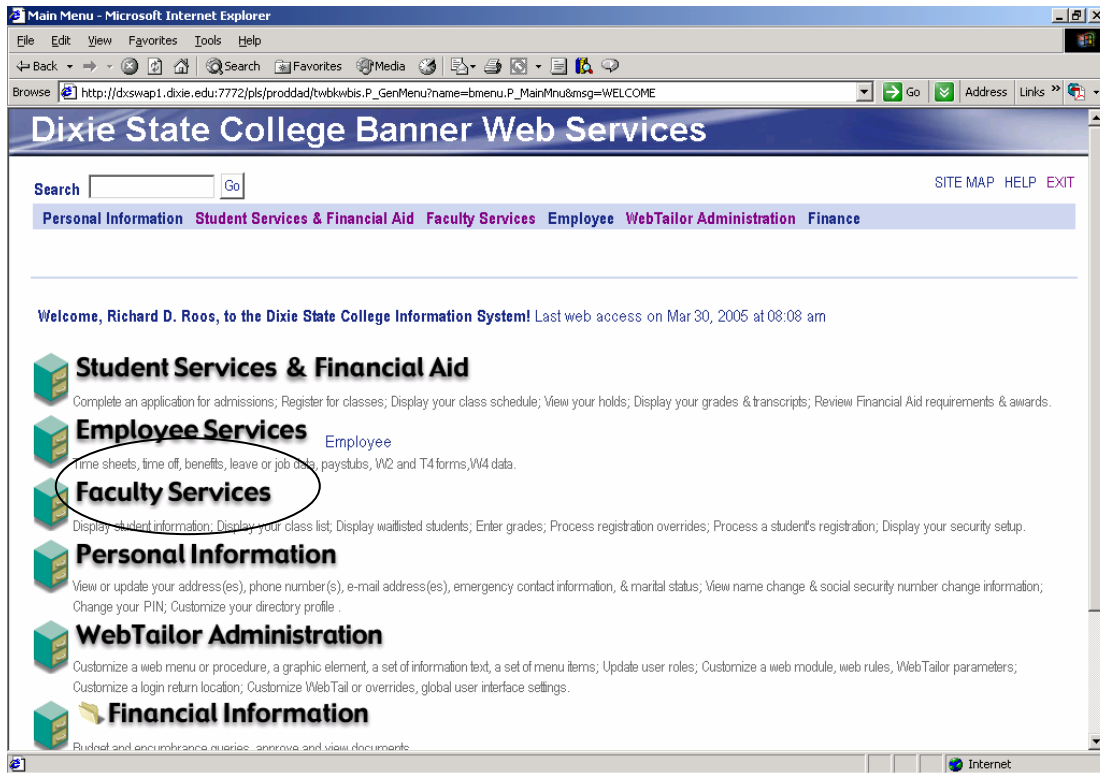
1. Go to www.dixie.edu/reg/fac.html and choose "Faculty Web Services", followed by "Enter Secure Area".



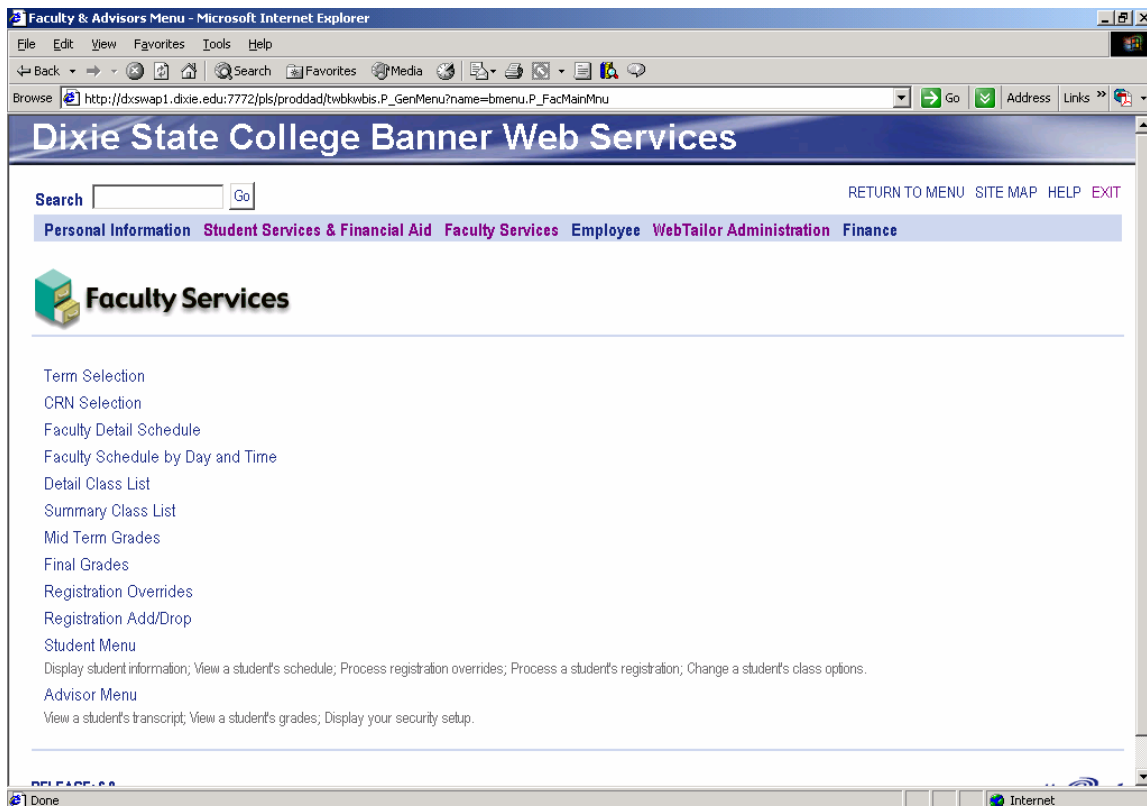
2. Enter your User ID and PIN. If you don't know your User ID and/or PIN, try your SSN as the User ID and your 6-digit birthdate (MMDDYY) as your PIN. If that doesn't work, contact the registrars office (652-7708).



3. After logging in, choose “Faculty Services” to access course & student info:

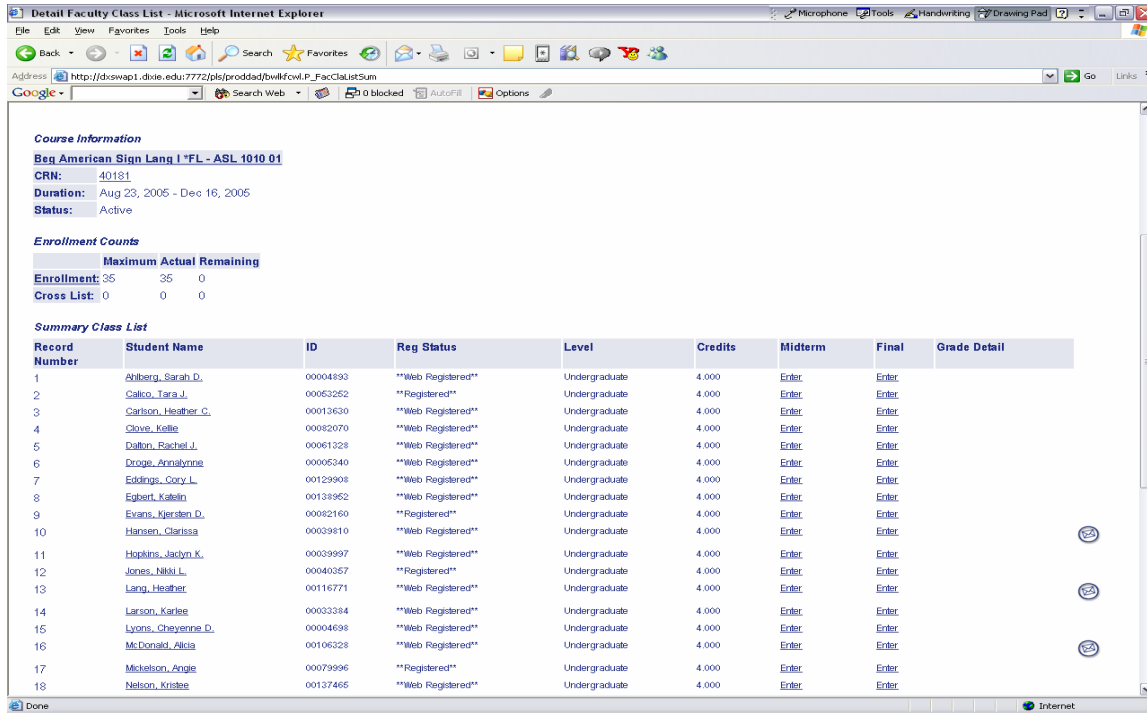


4. Choose from the various options to view your class information, help students add and drop, grade you classes, etc.



GETTING YOUR CLASS DATA INTO A SPREADSHEET

1. Choose the Summary Class List:



2. Highlight the class list information by holding down your left mouse button and dragging to the bottom right of the class list. Click with your right mouse button and choose "copy."

