Campus Connect Instructions

Log on to www.coastalbend.edu

Mouse over Faculty & Staff and select Faculty from the drop down menu.

Under Faculty Links, locate Campus Connect (Faculty) and click once on this link.

The Campus Connect login screen appears.
Enter your username and password and click on the yellow arrow to continue with the login. If you have forgotten your username and/or password, or if you are having problems logging in to Campus Connect, please contact Evelyn Cook at 361.354.2523 or via email at cookie@coastalbend.edu

If you have logged in successfully, the following screen will appear.

Move your mouse over the Available Options. Three options appear. **Student Advising, Faculty Menu and Password Maintenance.**

**STUDENT ADVISING**

Once you click on Student Advising, it will ask for a Student ID or Name. We recommend putting in the student’s social security number. If the student doesn’t want to give you his/her SSN you can type in the last name, first name and it will give you a pick list of students with that name.
After clicking Go, or hitting the Enter key, two other Tabs will appear:

**STUDENT INFORMATION**

Student Information has 3 options:

- **Demographic Data** – shows a student’s name, address, phone, email, birth date and major.
**Review/Pay Account** – Once the term is chosen, will show the students estimated bill.

**Review Financial Aid** – Once the year is chosen, will show the students financial aid.
REGISTRATION

Registration has 5 options:

- **Add/Drop Courses** – is where registration takes place.
**Course Availability** – is where all courses offered are listed. If you choose a specific location, only classes for that location will be shown. No internet classes will be shown. You must then choose a Department and it will show all classes offered in that department.

**View Schedule** – is where the students schedule will show.
**View Grades** – is where the student will view their grades.

**Unofficial Transcript** – is where the student will view their transcript. At the bottom of the unofficial transcript there is a button called “Display transcript in a New Window”. This will allow you to open the transcript in a new window, so that you don’t have to close registration to view the transcript again. You can toggle back and forth between the transcript and the registration screen.
FACULTY MENU

Once you click on Faculty Menu another Tab will appear:

ADMINISTRATIVE

Administrative has 4 options:

**Course Availability** – the same as found under the Registration – Course Availability

**Course Roster** – is where you go to get your rosters. Once you get passed the term notice you will see a drop down listing. Hit the down button to see a list of your classes and highlight the class for which you want a roster and click on the Go button. You will see the roster on the screen. To print out the roster, click on the printer image in the upper right hand corner of the page.
Certify Roster -- is where you will go to certify your roster on the 12th (twelfth) class day. Simply click on Certify Roster, select the term code, click Go, select the roster you wish to certify from the list of available courses, and click Go again.

Locate the names of students who have never attended your class and click the check box to the right of their name.
When you have reached the bottom, read the certification and simply check Yes to certify your roster and click Submit.

**Grade Entry** – is where you will be entering your grades. Selecting class is the same as for getting your roster. Fill in the grades. If you give an F grade you must put in the last day of attendance. Once you are finished with all grades for a class, finalize the grades.

**PASSWORD MAINTENANCE**

Use this to change your password. We will not have access to new passwords, so users who forget their password, will have to contact Evelyn Cook at 361-358-2838 ext. 2523.