

Getting Started

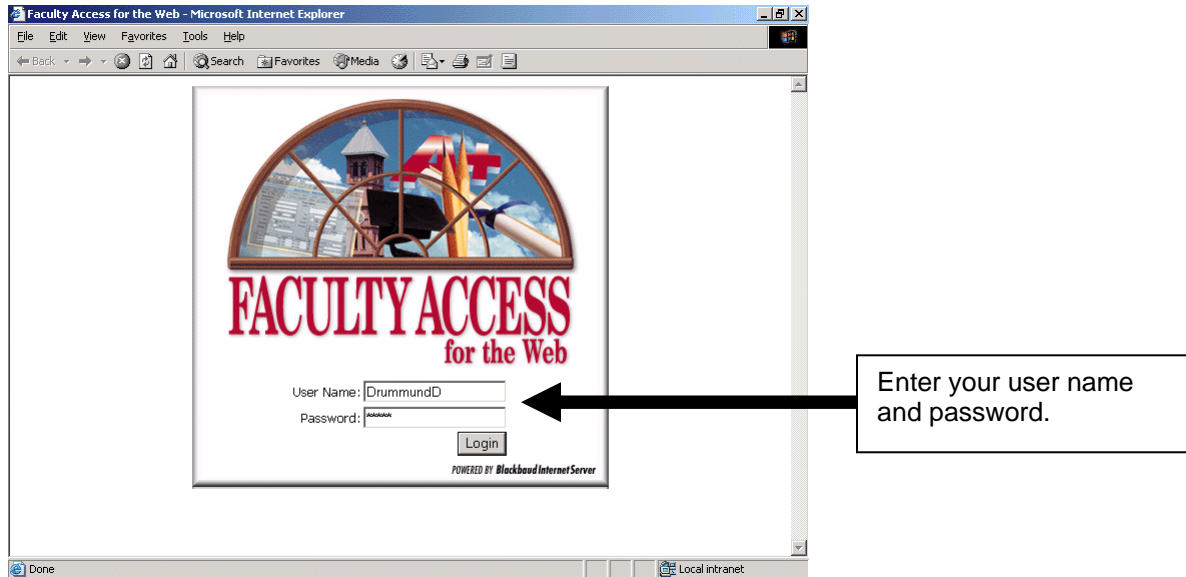
This section provides a brief orientation to *Faculty Access for the Web*.

Logging In

Go to the *Faculty Access for the Web* Login. <http://mail.frapanthers.com>

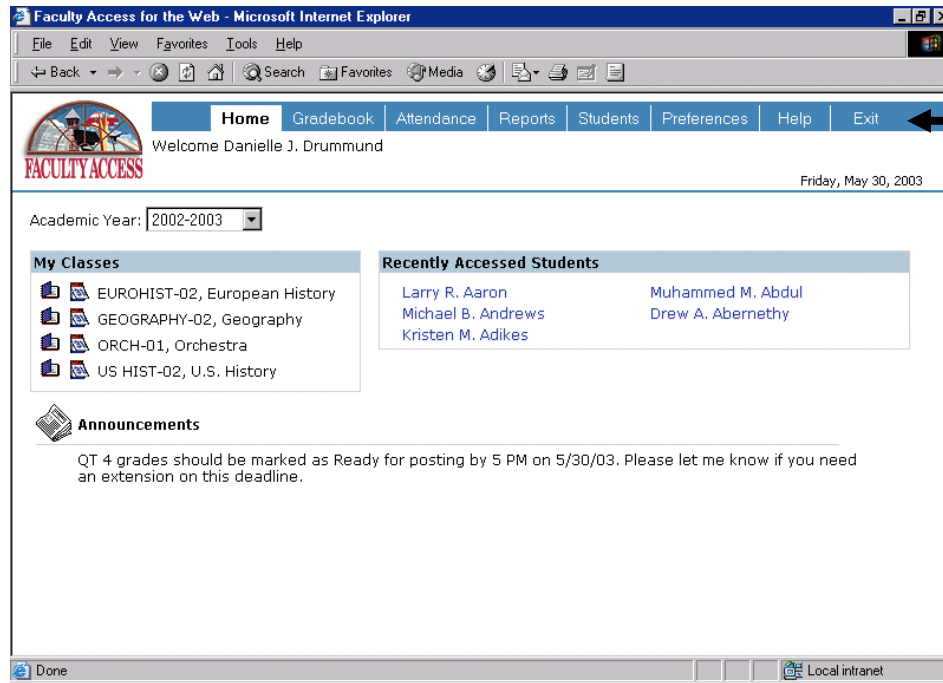
Next click on [Faculty Access](#).

To access *Faculty Access for the Web*, enter your user name and password on the login page and click **Login**.



Orientation

When you log into *Faculty Access for the Web*, you first go to the Home page.



Use the navigation bar to go to different areas of the program. Depending on your rights, you may not have all of these links.

Academic Year

Select the academic year to work in.

My Classes

Your scheduled classes for the academic year appear. Click the book by a class to go directly to the Grades page for the class. Click the calendar by a class to go directly to the Attendance page for the class.

Recently Accessed Students

Open recently accessed student records.

Announcements

Read announcements posted by the Supervisor.

Navigation Bar

Use the navigation bar to go to different areas of the program.

- To return to the Home page, click **Home**.
- To set up your gradebook and enter grades, comments, and skill ratings for classes, click **Gradebook**.
- To enter attendance, click **Attendance**.
- To run progress or missing assignment reports, click **Reports**.
- To view information from student records in **Registrar's Office**, click **Students**. The **Students** link appears only if you are an advisor or administrator. Even if you do not have a **Students** link, you can click a student's name in a class list to view biographical, contacts, and schedule information for the student.
- To set your preferences for working in the program, click **Preferences**.
- To open the help file for the program, click **Help**.
- To exit the program, click **Exit**.

Logging Out

To end a session, click **Exit** on the navigation bar. Always click **Exit** to end a work session and release the user license. Just closing the browser does not release the user license.