

Web4!

Web4 is an interactive application developed to allow faculty (and students) access to the Fitchburg State College student information system to both view and/or update information via the World Wide Web.

Web4 Features

You may access your teaching information in these areas:

- View your semester or term teaching schedule
- View your class lists
- Enter Mid Term and Final Grades
- Enter Registration Overrides
- Display your advisee list
- View an advisee's academic transcript
- Display and print a student degree evaluation

Web4 PIN

All *Web4* users must have a User ID and personal identification number (PIN). Web User ID's and PIN's help to ensure the security of academic records, serving a similar function as the passwords used with automated bank teller machines.

You should keep your User ID and PIN in a safe place. If you wish to change your *Web4* PIN, you can do so using *Web4*. If you have lost your PIN or forget it, you can receive another copy of it at the Registrar's Office. You must bring some form of photo identification with you. Since the *Web4* PIN is a security code, the Registrar's Office will not release a PIN over the telephone or in an e-mail.

Plan to Change your Web4 PIN

In order to maintain your security, you should change your *Web4* PIN the first time you use it and frequently afterwards. You may change your *Web4* PIN by left clicking on the "Personal Information" tab on the Main Menu with your mouse and then left clicking on the "Change PIN" option. Your new PIN should be easy for you to remember, but not an easy number or password for anyone else to guess. It is recommended that you do not use your birth date or telephone number as your *Web4* PIN. The *Web4* PIN you select will take effect immediately.

Confidentiality

Web4 provides access to personal information about you as well; therefore, you are strongly urged not to share your User ID or PIN with anyone else.

Using *Web4*

Use your mouse to move the cursor around on the screen. When the mouse is pointing to a function that links to another screen, the cursor will turn into a hand with a pointing finger image. Left click the mouse once on the function to activate it.

The green “HELP” button located near the top right corner of most screens provides quick access to on-line instructions and allows you to return to the screen or menu.

Printing

After you have located and/or updated information, you may choose to print a copy. To print a copy of something from *Web4*, first move your mouse to the browser area near the very top of the screen and left click on the printer icon on your browser.

Logging Off

To protect the security and confidentiality of the information you are accessing, remember to log off of *Web4* when you finish a session. Left click on the green “EXIT” button near the top right corner of any screen (next to the “HELP” button referenced above) and then left click on the red “X” button (Close) in the extreme upper right hand corner of the screen to completely exit *Web4*.

Connecting to *Web4*

1. On your computer desktop, left click on the “Internet Explorer” icon to access the Internet.
2. Access the Fitchburg State College web site at: www.fsc.edu/registrar/.
3. Click on the green Web4 button in the “Links” section near the top of the web page.
4. Under the “Faculty” heading, left click on the “Web4 Faculty” function.
5. Left click on the “Enter Secure Area” function.
6. Enter your User ID in the “User ID” field.
7. Enter your PIN in the “PIN” field and left click on the “Login” button.
8. On the screen you will see the Main Menu with “Faculty Services” and “Personal Information” tabs that you can click on to access your information or information about your advisees.