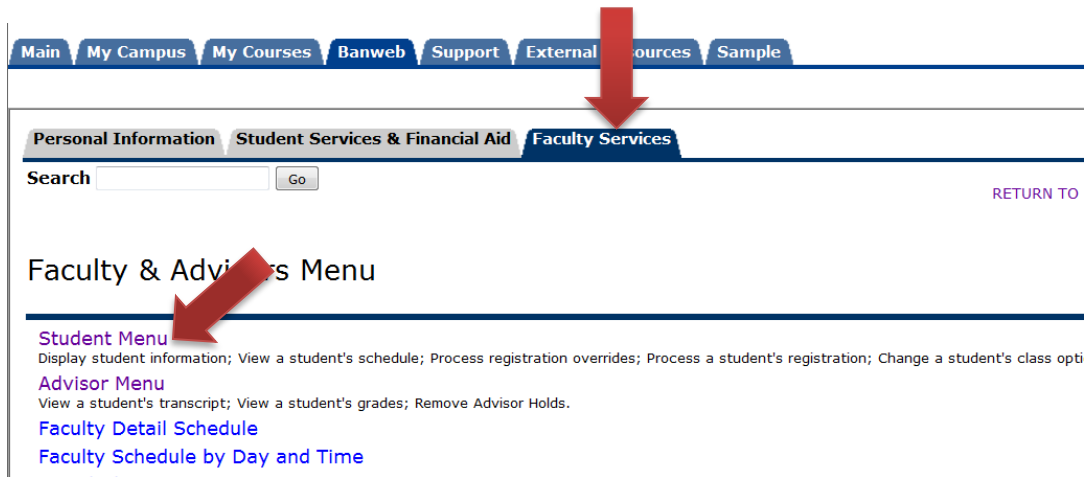


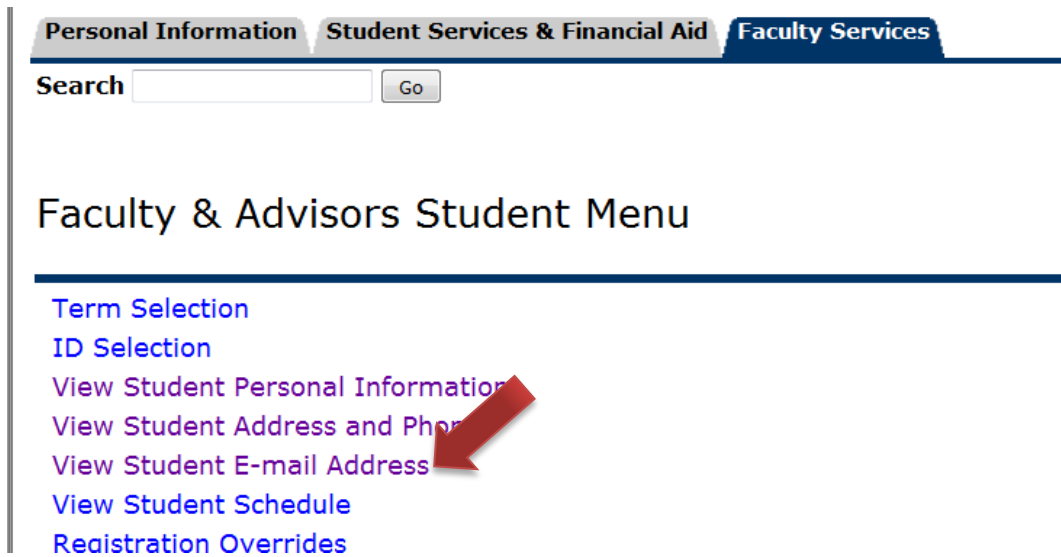
How to Lookup a Student's Email Address

Step 1. Under the “Faculty Services” tab, click on the “Student Menu” link



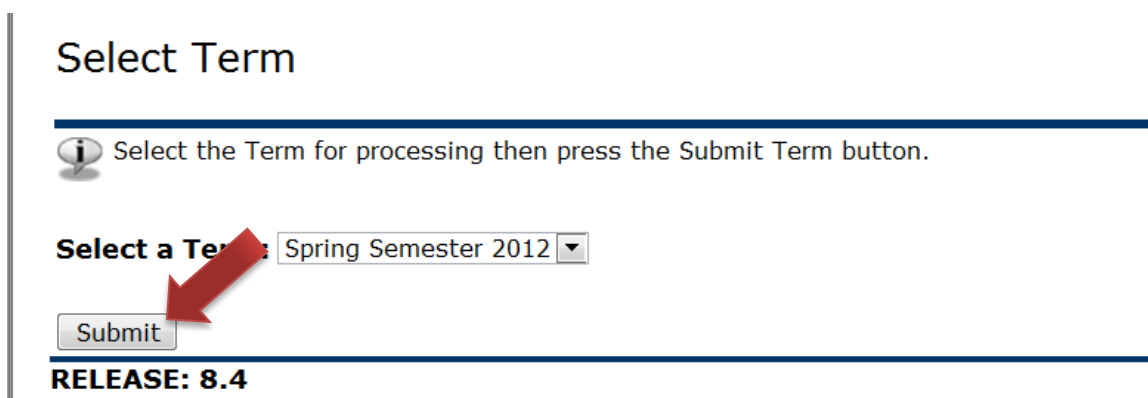
The screenshot shows the top navigation bar with tabs: Main, My Campus, My Courses, Banweb, Support, External Resources, and Sample. Below this is a sub-navigation bar with tabs: Personal Information, Student Services & Financial Aid, and Faculty Services. A red arrow points to the Faculty Services tab. Below the sub-navigation bar is a search field with a 'Go' button and a 'RETURN TO' link. The main content area is titled 'Faculty & Advisors Menu' and contains several links: Student Menu (with a red arrow pointing to it), Advisor Menu, Faculty Detail Schedule, and Faculty Schedule by Day and Time.

Step 2. Next, click on the “View Student E-Mail Address” link



The screenshot shows the sub-navigation bar with tabs: Personal Information, Student Services & Financial Aid, and Faculty Services. Below this is a search field with a 'Go' button. The main content area is titled 'Faculty & Advisors Student Menu' and contains several links: Term Selection, ID Selection, View Student Personal Information, View Student Address and Phone, View Student E-mail Address (with a red arrow pointing to it), View Student Schedule, and Registration Overrides.

Step 3. Select a term and click “Submit”




The screenshot shows the 'Select Term' form. It includes an information icon and the text: 'Select the Term for processing then press the Submit Term button.' Below this is a dropdown menu labeled 'Select a Term' with 'Spring Semester 2012' selected. A red arrow points to the 'Submit' button.

RELEASE: 8.4

Step 4. Enter the student's ID number or name information and click "Submit"

[Main](#) [My Campus](#) [My Courses](#) [Banweb](#) [Support](#) [External Resources](#) [Sample](#)

 Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query


Last Name:

First Name:


Search Type: Students
 Advisees
 Both
 All

Step 5. Verify the student's name information is correct and click "Submit"

Student Verification

 Verify your selection is correct by clicking OK.

Information for **Jane A. Doe**

 **Jane A. Doe** is the name of the student or advisee that you selected.

The student's campus email address will then appear.