

## Enabling Registration in Hawk's Edge FAWeb



Using  link at <http://www.hnu.edu/facultyStaff/index.html>, login with your username and password

Choose the **Students** tab at the top of the homepage.

Click on your advisee's name in the **Advisees** box

OR

Type name into student search function

Go to **Notes** tab and click

Type = Advised for Fall 2010

Date and Author will autofill

Title and Description are optional

Notes = whatever will assist you in recalling advising appointment, e.g. which classes you approved, other discussion content, etc.

Do NOT click to print on transcript or report card

Click

To leave this student's record, click  in upper right corner

To logout, click **Exit** tab at the top of the homepage

## “Approving” Registration in FAWeb



Using  link at <http://www.hnu.edu/facultyStaff/index.html>, login with your username and password

Choose the **Registration** tab at the top of the page

Click , then type name into student search function and click

Click on your advisee's name

Use dropdown menus at left side of chart to indicate **Yes** for approved courses

OR

Use  button

Click  button

Return to **Registration** tab for next student or to logout, click **Exit** tab at the top of the homepage

Note: This approval or non-approval has no impact on the student's registration—it is for your recordkeeping only, if you choose to use it