TopNet Advisors and Staff Menu Items
TopNet for Advisors & Student Data Inquiry

Open your web browser and type the following address in the address field: http://topnet.wku.edu
Enter WKUID and PIN or NetID and Password (Note Instructions on form to retrieve that information if unknown) as you enter information boxes will appear Click Login Button.

Links are supplied on the left and right side of the login area of the form to assist or answer some of your questions. Enter appropriate information to log on to TopNet and Log In.
The first time you login, the system will request that you enter your WKUID and PIN (Personal Identification Number) or your NetID and Password. Your initial PIN was created and it is the last 6 digits of your social security number. You will be **required** to change your PIN the first time you login. Enter your current PIN and then enter 6 new numbers in New PIN and re-enter the 6 new numbers in the Re-enter new PIN box.

Enter your original PIN and Enter a New PIN and Re-enter the New PIN and press Login button.

You will then be directed to create a Security Question and Answer. The purpose of this information is to help you access TopNet in the future if you forget your PIN or NetID Password. Enter your Last Name, birthdate, and last four of your SSN. Select Next button.

If your information can’t be confirmed you will receive an error message.
If confirmed the select your question form will appear use the drop down arrow to display selection

Selected question list displays: select the question that you prefer.

Your question will then display and then enter your Security answer then select the Set Security Question button.

If you are successful you should this message and select the Continue link.

This form will display current TopNet Bulletin Board information. Click the Continue Login button. ****
You will only see the TopNet Bulletin Boards that pertain to your role at the university. ****
TopNet Main Menu Will Display

The information available to you in the main menu depends on the role you have at WKU. For example, if your role is to advise students, you would have access to the following three options:

1. “Advising and Student Data Inquiry”
2. “Employee Services”
3. “Personal Information”

Faculty will have access to the above three options plus access to “Faculty Services”.

In some instances an individual may carry several roles at WKU. They may be a faculty member and a student, in which case they would also have access to “Student Services”.

Plus there will be other menu links for different roles and processes at the university.

Select the link Advisors & Student Data Inquiry or Tab from the Main Menu.
A list of the available Menu links will appear based on your role at the university.

Always do a Term Selection before accessing any information. From the drop down box select your term. The Registrar’s office will change the default term based on their timetable.
Once you select the Term click the Submit button.

ID Selection / Student Name Search

If you know the student’s WKUID enter the ID in the Enter Student ID box and click the submit button.

Or Enter the WKUID or NetID of your student or search for their name by using at least two characters of the last name and first name (optional) click Submit button.

Results will be returned. Highlight the selection and click the Submit button.
This is the information returned to the Advisors & Student Data Inquiry main menu. This student will stay in context until you select another student or enter the WKUID in the Enter Student ID box and click the Submit button.

Advising/Administrative Tasks

To view a student’s information select the link in the list.

Advising Calendar / Scheduling (Contact AARC for additional information if needed.)

Advising Calendar Scheduling: Select the link and the following page displays
Select your term for scheduling your appointment and your calendar will display.

Return to the list and select Advising Calendar Appointments:

Advising Comments:
Advisor Contact Information:

This list shows advisors the students that are assigned to them and whether they are currently enrolled in courses at WKU. This report also includes those students who are not enrolled but are eligible to do so either by signing up for classes or being re-admitted to WKU. This form contains the registration hours allowing the advisor to view if the student is currently registered for courses.

Error:

Our records indicate you do not currently advise official advisees. We are limiting access to the Advisees Eligible to Register to advisors with advisees assigned to them through Banner.

List of Advisees eligible to register: You may use the Email All Advisees button to email all students or mark the selected students and the use the Email Selected Advisees button.
Advisee(s) Email List: Select Term View their picture or email them as a group or individually.

Course Syllabi Maintenance

Select the link Course Syllabi Maintenance then select correct term. This web form maintains a centralized link to course syllabi for all courses across the campus and enables students to access the syllabi from several centralized access points in TopNet – Online Schedule Bulletin, Students Summary Course Schedule and Look-up Courses to add feature.

Link: Course Syllabi Maintenance

Steps:
First select the needed term from the Select Term page

Select Term by highlighting the term and then select the Submit button
Term selected

Your Syllabi Maintenance Search form will appear: Make your selection from the drop down menus – broaden selection or narrow selection based on search boxes. Click the GO button when your values are selected.

Select your Menu items – select Go button – example is using Subject Area – Allied Health

List of your selection will display: Ready for you to either enter URL or upload Syllabi.
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If you have a website for your Syllabus just type or copy your URL in the Syllabi URL field and then select the Save Changes button. Your link is now active for individuals to view from various sites.

To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload.

Find the course you wish to upload the syllabi information on and select the Upload Link:

The following page loads – review information and following instructions: Select the Browse button and find your PDF document where you have it located.
Choose file upload screen – select file from your list – example uploading document located on desktop.
Highlight file then select Open button

Returns to the upload page – note filename information now in field – select the Upload button

Syllabi Maintenance for: Fall 2015

--- Course ID ---

<table>
<thead>
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<th>Subject Area</th>
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<th>Section Number</th>
<th>Instructor</th>
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<td>AH 109</td>
<td>001</td>
<td>PARAMECINE V</td>
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</table>

Returns to the display page – Will displays the following when uploaded, make sure to check for the success message.

Your syllabus was uploaded successfully.

Upload View

Upload View
Select the view link to view the uploaded information; should display all of your information.

If you need to remove the information – highlight the URL – select the delete key and then select the Save Changes button.

**Fifth Week Freshman Assessment**

**Follow-up Advising Comments – Freshmen Assessment** – View the comment about a freshman after the first five weeks of a semester.

**Major/Course Pre-Registration Maintenance**

Select link Major/Course Pre-Registration Maintenance and select term

Select Continue button
Select the Department:

Drop down list of all Departments highlight your selection

Select the Continue button

Select the major from the menu:

Complete form
SASC (Athlete Advising) (Only available for selected individuals)

Athlete Advisees Eligible to Register – perform select term

Then select Advisee Sport

List of the advisees for that sport is displayed – note function button on form and links

Return to the SASC menu and select Athlete Advising Comments

Advising Comments: if no advisees you will see an error message
Information for selected advisees assigned to advisor

Schedule of Classes and Class Roster Lookup link:
Perform the select term process and then the Look-Up Classes for the selected term will appear. You may look up information by Subject, Faculty Name, and other selections as listed on the form.

Selecting by Subject only in example: All courses for that Subject and term will display: Select the Title link and the Catalog Description will display, Fee link will display additional fees for course, Syllabi will display the Syllabi uploaded for the course, the Act link will display the class roster.

WKU Email Utility: Select the WKU Email Utility link. This will Invoke the Email Utility
Opens form: Enter address(es), Subject, Message, and/or an attachment then click Send Mail.

Close TopNet Mailer Utility Form or Window and Return to the Advisors & Student Data Inquiry main menu.

**Student Info / Maintenance**

**Academic Transcript**

You will be able to view any transcript by selecting the Academic Transcript link. First you must select the Transcript Level and Transcript Type: Select the Display Transcript button. Degree information will be located in the first section, transfer information in following area, and then course work at WKU with GPA information and the last section would have registered and pre-registered course work.
Transcript will display scroll through to view all information on transcript or use quick links to sections.

Degree Information

Transfer work (starting Spring 2001) before Spring 2001 statistical info. by formula

Course work will be in order of oldest to most recent. Note semester totals, transfer totals, cumulative, overall GPA’s and course work in progress at the end.
**Student Address/Phone:** Displays current active information on file for the student

**Billing Account Information (Special Approval required to view).** Will list all charges and receipt information for the student for the semester.

**Change Major, Minor, Concentration, Advisor:** Select the function and complete the form following the instructions on the form completing all steps.
**Electronic Imaged Documents**: Banner Document Management System (BDMS) will allow you to view the various electronic documents which WKU has on file for the selected student or applicant. Documents of interest to advisors are available here; please choose the document type you would like to view from the menu below. (This function will not have information for all students.)

**Email Addresses**: Emails on record for the student; multiple types may be listed

**Final Grades for selected term**: (Additional Approval required for access)

Select Term from Menu:

Will display grades for the selected term for student in context:
**General Student Information**: will display the information about the student for the selected term

**Holds - Update**: Select Term then make sure you have the correct student

**Update Student Advising Hold**: Select your student and click the Update Hold Flag link. If the student must be advised you will see the following selection box. Use the drop down box to change the student from “Not Advised” to “Advised”. To do this click down arrow, highlight advised then click “Submit Changes” button.

*Note: This form will also list other “non-advising” holds if the student has any.*
Confirms your change

Holds View – only: All active holds on a student will appear.

iCAP Degree Audit: select iCAP – Degree Audit  Then select Submit Audit Request to process new request or View audit run in the last 14 days
Runs audit for student in context – You may run for their current Degree Program Audit or What-if or GenEd Audit by selecting the different buttons. Running the Degree Program Audit

Select View Submitted Audits.

Current audits displayed select the View Link
Audit displayed. Close window or tab and return to TopNet

Power Enter Course Grades (Only for selected users)
Select term from term select form – enter CRN

Select Get CRN Button and enter grades and select the Submit Changes button when finished
Registration Drop/Add link:

Enter CRN(S) and select the Submit Changes Button

Results returns: You may search for classes by clicking the Class Search button and do the lookup
Once a student has registered changes may be made by using the drop down box.

Registration History will show a list of all registration activity for the student by term – Active and all withdrawal activity made by student or university.

Registration Overrides (Global) (Only for Selected users)
Select the override from the drop down menu by highlighting and selecting.

Then enter the CRN that the override is for and then select the submit button.

Returns the form with information loaded -- select the submit button again

Returns you to the Registration Permits/Overides (Global) page shows your change and all others
**Schedule Summary:** This will display the student’s schedule for the selected term

![Schedule Summary Graphic]

**Tax Notification**
Select the Tax Notification year that you wish to view.

![Tax Notification Graphic]
Select Test Scores and Course Eligibility: You will be able to review all test scores, all eligibility scores and all placement scores for students.
TopNet Reports: Select the Menu link on TopNet Reports to run the information

By selecting the link you will be able to run InfoView reports from the TopNet application instead of using InfoView, by selecting and/or entering the Parameters requested in the process. Reports to view student transfer general education equivalency, obtain an official grade report for the student, View course enrollments by department or colleges, schedule of classes for academic year and summer, other reports as developed and needed for campus community.

Exit TopNet

Click the Exit link top right

Note: Check your links under your menus. We add new applications and remove applications so keep checking to see what has been changed for your role. Call 270-745-8812 if you have questions. If your employment status changes your access may be changed – tabs removed, links removed until you complete new approval forms and they are processed.