

Schedule Builder Faculty and Advisor Login Instructions

Login to UNA Portal and follow these steps.

The screenshot shows the UNA Portal interface with three steps highlighted:

- 1. Click Self-Service Banner**: An arrow points to the 'Self-Service Banner' link in the top navigation menu.
- 2. Click Faculty Services**: An arrow points to the 'Faculty Services' link in the secondary navigation menu.
- 3. Click Design Student Course Schedule Link**: An arrow points to the 'Design Student Course Schedule' link in the 'Faculty and Advisors' section.

The screenshot includes the following text and elements:

- Top navigation: MyUnaportal, My Courses, **Self-Service Banner**, BannerINB, Workflow
- Secondary navigation: University of NORTH ALABAMA, Personal Information, Student, Financial Aid, **Faculty Services**, Employee
- Search: Search Go
- Links: RETURN TO MENU, SITE MAP
- Section: Faculty and Advisors
- Menu items: CAPP Degree Evaluation, Student Information Menu, Design Student Course Schedule (with subtext: Access College Scheduler to plan student schedules), Term Selection, Lookup Classes, Class Schedule, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Midterm Grades, Final Grades