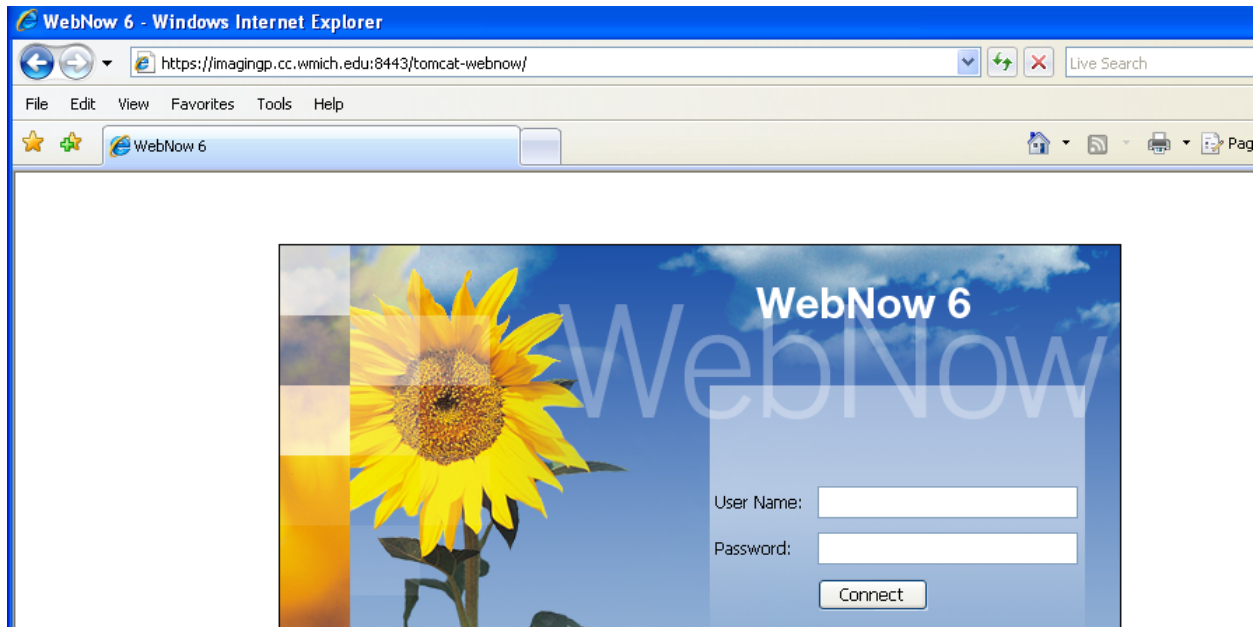


Logging into WebNow and viewing electronic student records.

See WebNow document types at:

http://www.wmich.edu/registrar/forms-staff/WebNow_doc_types.html

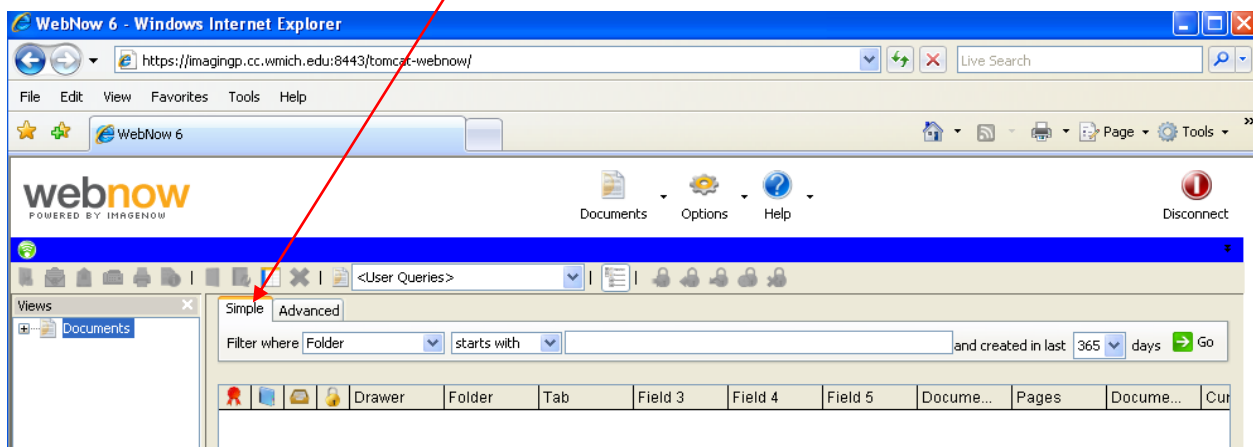
Log into Webnow at: <https://imagingp.cc.wmich.edu:8443/tomcat-webnow/>



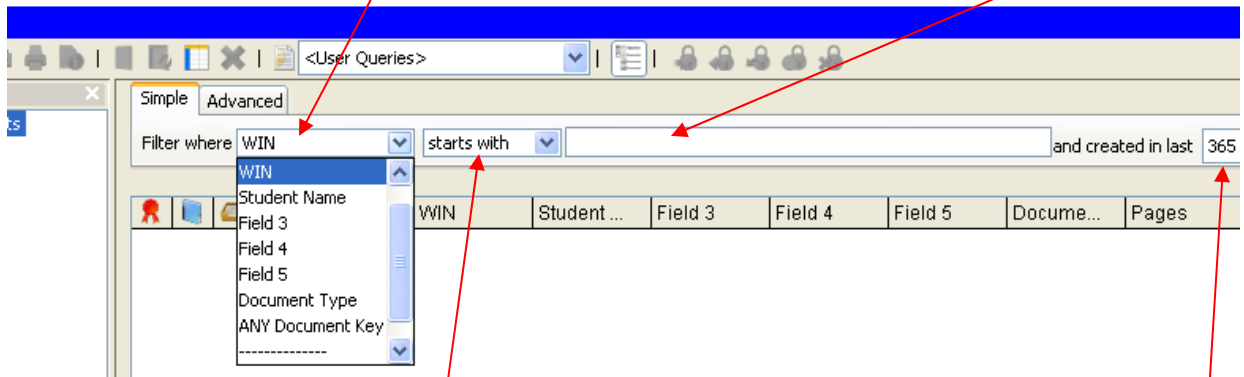
Note: may get pop-up warning that site contains secure and non-secure items. Click *Yes* to continue.

Type in your username and password and enter or click *Connect*.

It will open to the default document simple search window. You will do most of your searches from here. We will discuss advanced searches shortly.

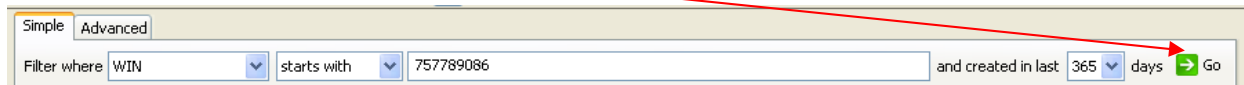


Search by student WIN or name on the drop-down menu. Type the WIN or name in search box.

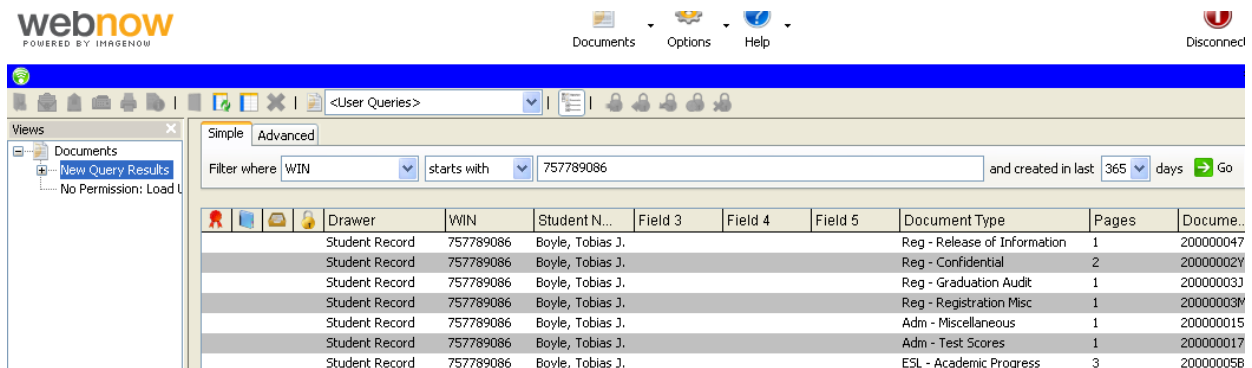


The default search criteria is 'start with' though you can also search by 'ends with' 'contains' 'is equal to' 'is not equal to' 'GT' 'LT' 'GTE' or 'LTE.' Note can also add to search 'created in last x number of days' and the options are 1, 7, 15, 30, 60, 180, 365 or any.

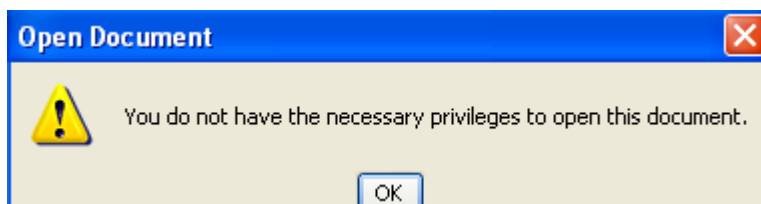
Hit enter key or the 'Go' green arrow button.



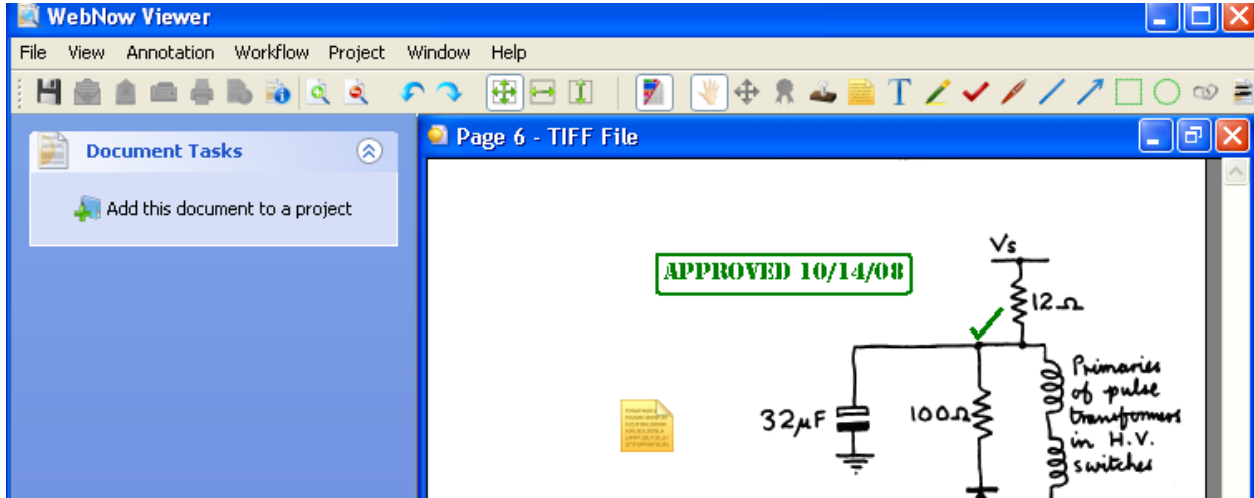
Results will be displayed as below.



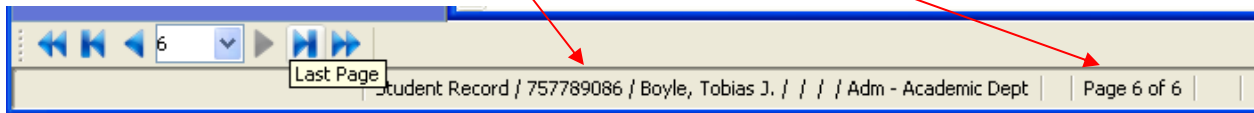
You will **not** have access to all the documents displayed but you can see what document types have been indexed to this WIN. You will have access to Adm – Academic Dept documents. If you try to open another document type you will receive the following error:



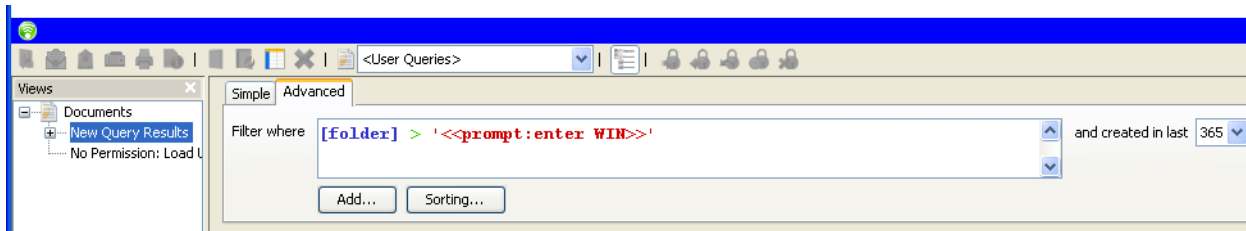
Double-click on the Adm – Academic Dept document in the list. It will display page one.



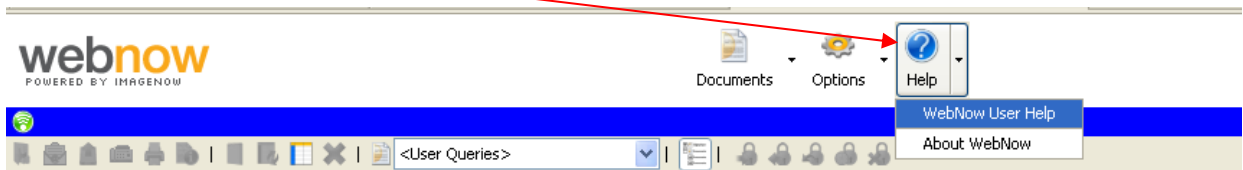
At the bottom it will display index information and number of pages within this document.



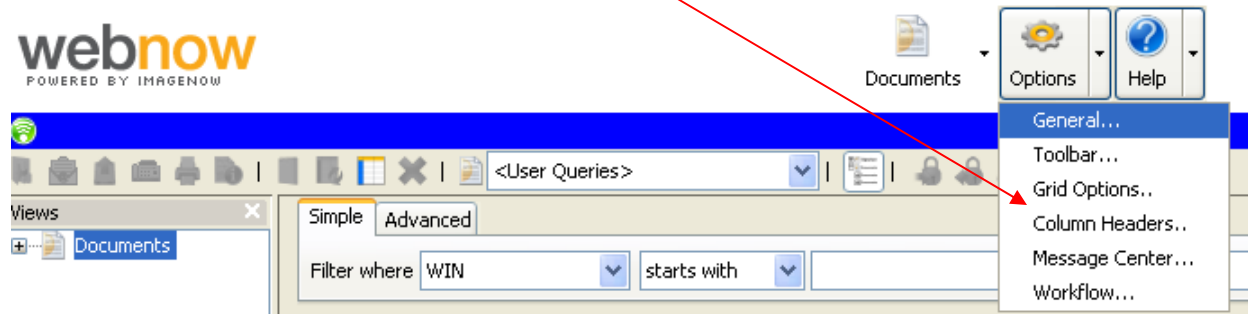
You can also do an advanced search. Click on the Advanced tab. Below is a search by WIN greater than the number user will be prompted to enter. Advanced search manuals are separate.



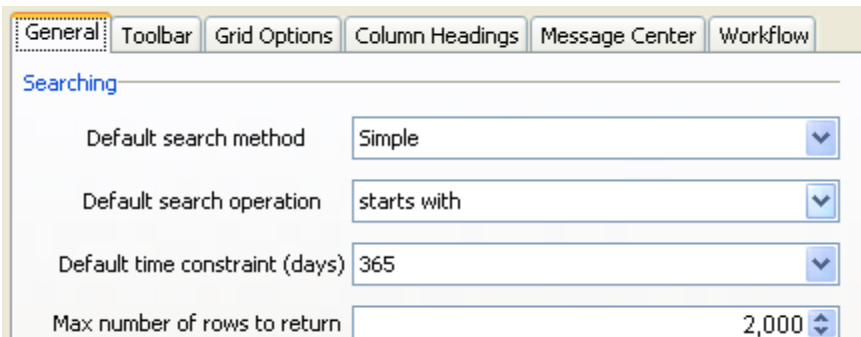
There is also Webnow user help to assist.



Under Options one can change default settings and display options.



Under the General tab one can change default search settings.



Grid Options allow changes to display settings. Similar options are offered on Column Headings.

