



## Introduction to Faculty Self-Service (BANNER)

### I. LOGIN INSTRUCTIONS (the Three-Step Program)

1. Go Here: [www.taftcollege.edu](http://www.taftcollege.edu)
- 2) Click on the “Cougar Tracks, Login Here” link.

The screenshot shows the Taft College website homepage. At the top, there is a navigation menu with links: [Text Only](#), [Prospective Students](#), [Apply & Register](#), [Class Schedule](#), [Fees & Financial Aid](#), [Distance Learning](#), [TC Catalog](#), and [SLO's Jobs](#). Below the menu is a banner with a group of graduates and the text: "West Kern Community College District Taft College 29 EMMONS PARK DRIVE - TAFT CALIFORNIA 93268 - Phone 661-763-7700". The main content area is divided into several sections: a left sidebar with a menu (Academic Deg. & Depts, Student Services, Admin & Campus Policies, Student Activities, Athletics, Alumni & Foundation, Transition to Ind. Living, Email/Contact Info), a central section with a "COUGAR TRACKS" logo and a "Login Here" button, and a right section with "TC NEWS" and a "NEW login for ETUDES" link. At the bottom, there is a footer with contact information: "© 2007 Taft College, 29 Emmons Park Drive, Taft, California 93268, (661) 763-7700, (661) 763-7703 (fax)".



Occasionally you'll be diverted to this intro page. If so, please just click the **Enter Secure Area** link.

homepage - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address [http://cougar102.taftcollege.edu:9000/prod/twbkwbis.P\\_GenMenu?name=homepage](http://cougar102.taftcollege.edu:9000/prod/twbkwbis.P_GenMenu?name=homepage)

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[SITE MAP](#) | [HELP](#) | [EXIT](#)

[Enter Secure Area](#)  
[Prospective Students](#)  
[Apply for Admission](#)  
[General Financial Aid](#)  
[Campus Directory](#)  
[Class Schedule](#)  
[Course Catalog](#)  
[Alumni and Friends](#)

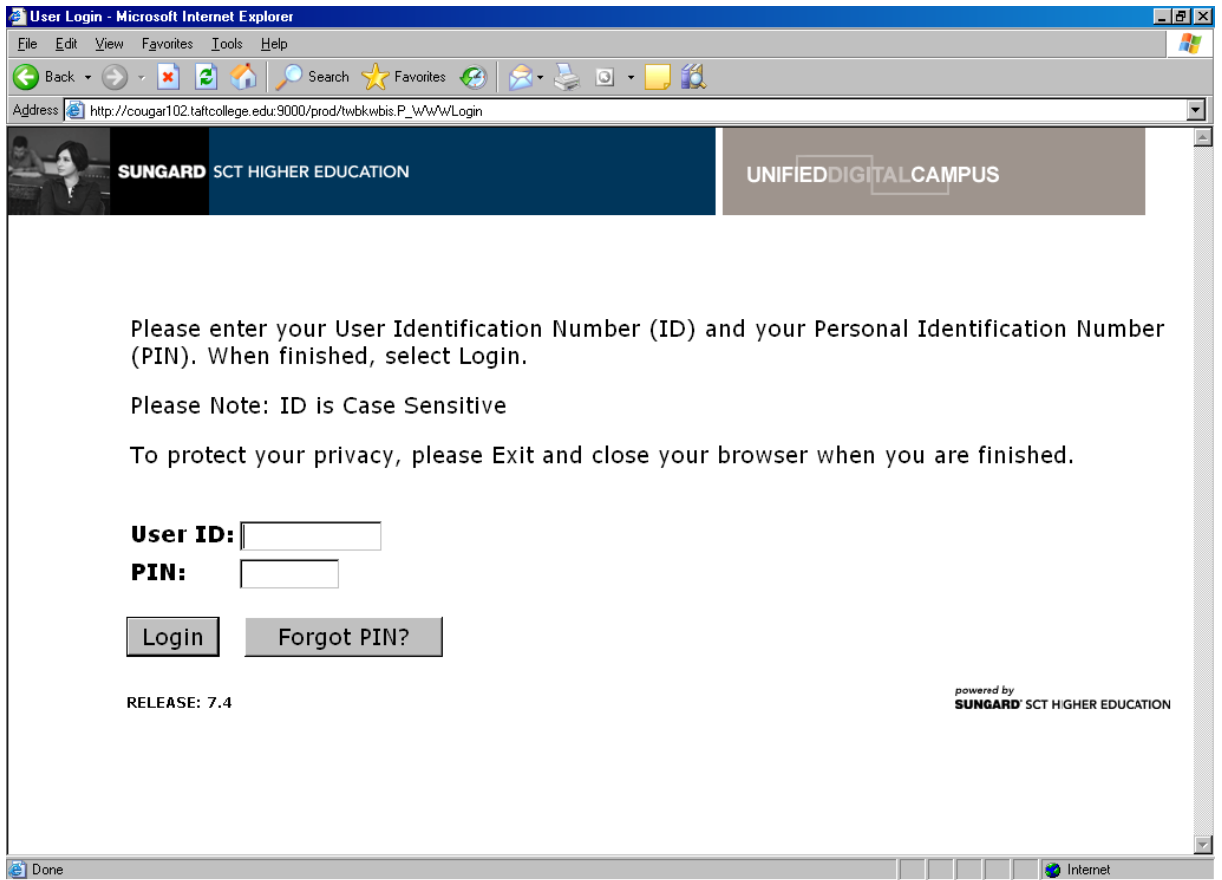
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Internet



3) You're now on the login page.



On the login page, in the User ID field, enter your SSN or you're a number (Taft College ID number). Your PIN is you birthday in mmddyy format.



You'll be immediately prompted to change your PIN. Change your PIN (numbers only, six digits). Remember your PIN.

And you'll be asked to provide a Security Question & Answer, for purposes of retrieving your PIN, in case you forget it.



## II. Categorical Tabs (Your Multiple Personalities)

As a Faculty Member, you will have at least 3 Tabs (Personal Information, Faculty Services and Employee). If you've ever been a student at Taft College, you will also have a Student and Financial Aid Tab.

**Personal Information** | **Student and Financial Aid** | **Faculty Services** | **Employee**

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Main Menu

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Welcome, Darcy S. Brown, to the WWW Information System! Last web access on May 06, 2008 at 10:26 am

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student and Financial Aid**  
Register, View your academic records and Financial Aid

**Faculty and Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

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## a) Personal Information

Personal Information - Microsoft Internet Explorer

Address: http://cougar102.taftcollege.edu:9000/prod/twbkwbis.P\_GenMenu?name=bmenu.P\_GenMnu

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Personal Information Student and Financial Aid Faculty Services Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Personal Information

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- [Answer a Survey](#)
- [Change Security Question](#)
- [View Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [Directory Profile](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Update Marital Status](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Change your PIN](#)

Need to update your PIN? Change it here.

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As shown above, the Personal Information menu has 12 options. Answer A Survey, Change Security Question, Update Email Addresses Update Emergency Contacts, Update Marital Status and Change your PIN are interactive options. All others are VIEW ONLY.



## b) Student and Financial Aid

Student and Financial Aid - Microsoft Internet Explorer

Address: [http://cougar102.taftcollege.edu:9000/prod/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](http://cougar102.taftcollege.edu:9000/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu)

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Personal Information **Student and Financial Aid** Faculty Services Employee

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student and Financial Aid

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**Registration**  
Check your registration status, class schedule and add or drop classes

**Student Records**  
View your holds, grades and transcripts

**Financial Aid**  
Coming soon.

**Student Account**  
View your account summaries, statement/payment history and tax information

**Credit Card Payment**

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If you are a student, you will have the **Student and Financial Aid Tab**. Students have many options under **Registration, Student Records, Financial Aid, Student Account and Credit Card Payment**.



### c) Employee

Employee - Microsoft Internet Explorer

Address: http://cougar102.taftcollege.edu:9000/prod/twbkwbis.P\_GenMenu?name=pmenu.P\_MainMnu

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Personal Information Student and Financial Aid Faculty Services **Employee**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Employee

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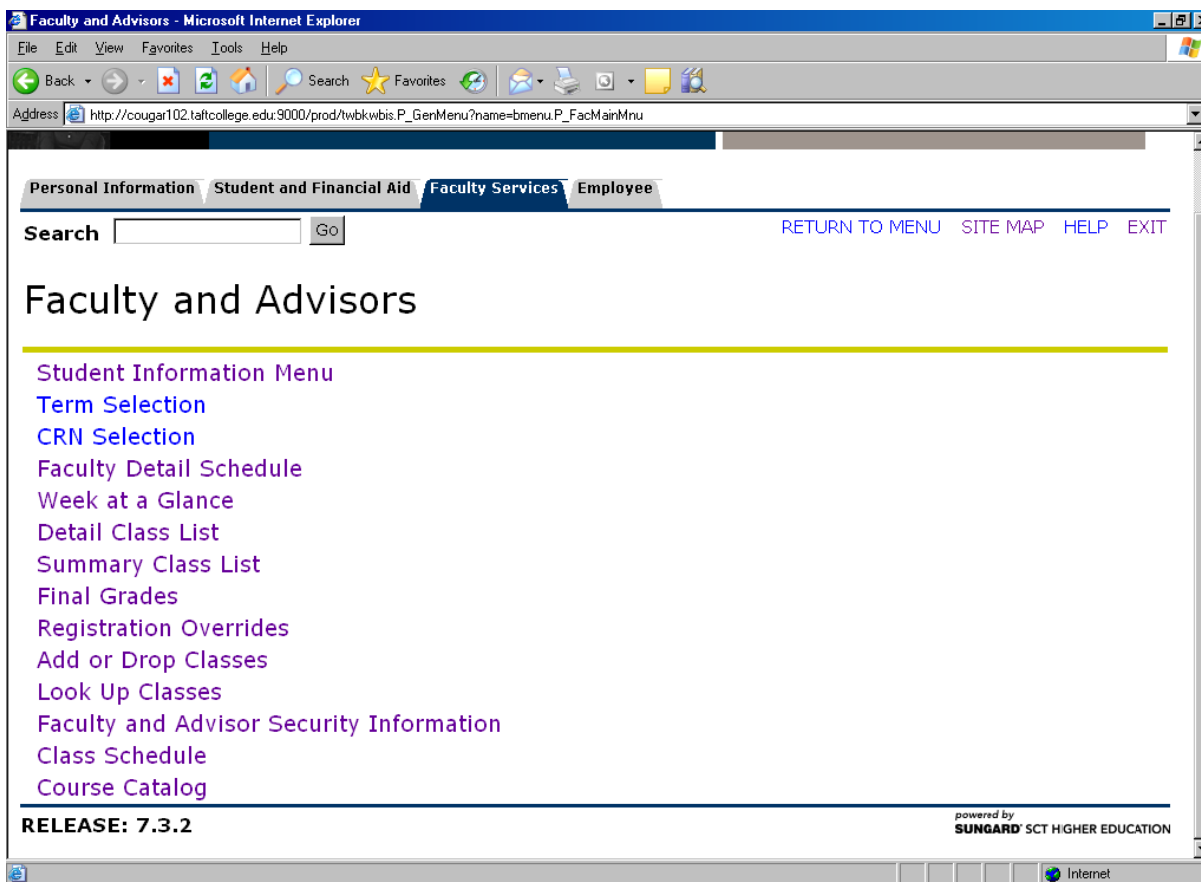
- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay detail.
- [Tax Forms](#)  
W4 information, W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Campus Directory](#)

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HR is currently developing interactive functionality behind each of the links above.



#### d) Faculty Services



Please remember that you share this page with Advisors (meaning much of the functionality is restricted to Advisors, such as Registration Overrides, Adding and Dropping). The links are fairly self-explanatory. Please click on each of them and spend some time navigating around in this new environment.

Please send all questions/comments/feedback to the Academic Records Office:

[mhines@taftcollege.edu](mailto:mhines@taftcollege.edu)  
[nstewart@taftcollege.edu](mailto:nstewart@taftcollege.edu)  
[swilliams@taftcollege.edu](mailto:swilliams@taftcollege.edu)  
[bmckee@taftcollege.edu](mailto:bmckee@taftcollege.edu)

Thanks, everybody.

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