Generate New Evaluation

**Web Access to Banner Self-Service:** Individuals advising students will need *Faculty and Advisor Access (To be determined by Dean of College).*

Navigating Web Access to CAPP

1st Advisee:

1. From the Main Menu click on the “Faculty Services” Tab
2. Then click on the “Degree Evaluation” link and submit (by default the current term will be selected)
3. Enter Student’s A# and submit (case sensitive)
4. Submit again (if correct student)
5. Then at the bottom click on “Generate New Evaluation”
6. Click the radio button “Program”, then “Generate Request” (by default the current term will be selected)
Multiple Advisees: when you have multiple advisees in a row, instead of logging in and out after the 1st advisee, follow these steps

1. Click on the “Faculty Services” Tab on top
2. Then click on the “Student Information Menu” link
3. Click on the “ID Selection” link
4. Enter Student’s A# and submit (case sensitive)
5. Submit again (if correct student)
6. Then click on the “Degree Evaluation” link
7. At the bottom Click on “Generate New Evaluation”
8. Click the radio button “Program”, then “Generate Request” (by default the current term will be selected)
9. Follow steps 1-8 for each new advisee