View Advisee Listing with Alternate PINs

1. Navigate to the CCSU home page at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.

2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).

3. Click on the Faculty tab, then Advisee Listing. A list of your advisees and the alternate PINs will be displayed (note: the “alternate PIN” is named the “registration PIN” on this screen).

4. A list of your advisees and the alternate PINs will be displayed (note: the “alternate PIN” is named the “registration PIN” on this screen). From this screen, you may also view other student information such as transcripts and degree evaluations. If you would like to e-mail a student, click on the e-mail icon next to their name. If you would like to download your advisee listing to Excel, click on the Advisee List CSV File for Excel button.
Running a Degree Evaluation

1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.

2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).

3. Click on the Faculty tab, then Degree Evaluation.

4. If you are prompted to select a term, click on the down arrow next to Select a Term, select the term for which you would like to run a degree evaluation, then click on the Submit button.

5. Enter the Student’s ID number or search for the student by name, then click on the Submit button. On the next screen, verify the student’s name then click on the Submit button.
5. On the Degree Evaluation screen, click on one:
   a. View Previous Evaluations
   b. Generate New Evaluation
   c. What-if Analysis

**View Previous Evaluations** – to view evaluations that have been run.
1. From the View Previous Evaluations screen, click on the Program name under Current Evaluations.
2. From the Degree Evaluation Display Options screen, click on the radio button next to Detail Requirements, then click on the Submit button. The student’s Degree Evaluation will be displayed.

**Generate New Evaluation** – to run a new evaluation.
1. On the Generate New Evaluation screen, click on the radio button next to Program.
2. Select the Term.
3. Verify that Use In-Progress Courses is checked.
4. Click on Generate Request.
5. At the Degree Evaluation Display Options screen, click on the radio button next to Detail Requirements, then click on the Submit button. The student’s new Degree Evaluation results will be displayed.
What-if Analysis – to run an evaluation for a different Program (this is used to determine the classes that will count in a different Program if the student chooses to switch Programs).

1. On the What-If Analysis screen, click on the down arrow next to Entry Term and select a term (the term in which you would start the new program), then click on Continue.
2. Click on the down arrow next to Program and select the program you are interested in, then click on Continue.
3. Click on the down arrow next to First Major and select the major. If you are interested in a minor, click on Add More then click on the down arrow next to Concentration 1 and select a minor, then click on the Submit button.
4. Click on Generate Request.
5. From the Degree Evaluation Display Options screen, click on the radio button next to Detail Requirements, then click on the Submit button. The student’s What-If Analysis will be displayed.

Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.