

WOU Advising Tools Access Checklist

1. Banner & Wolfweb, including ability to remove Advisor Holds
 - Advisor completes [FERPA Training](#)
 - Supervisor completes Banner Access Request Form and submits to the [Business Office](#)
 - For Faculty Advisors, complete [this Access Request Form](#)
 - For Professional Advisors, complete [this Access Request Form](#) (SIS & Wolfweb Block)

2. Wolf Connection System (ie. WCS; Navigate)
 - Complete SIS/Wolfweb access steps and advisor role is automatically generated
 - If needed, contact SSA for help adjusting user permissions

3. Change of Major Form (in portal)
 - Email [Camila Gabaldon](#)

4. Transfer Equivalency System (TES)
 - Email [Greg Davis](#)