How to Access Class Lists in WINGS Express

OFFICE OF THE REGISTRAR
Navigate to WINGS Express
Navigate to WINGS Express

The page banner should clearly indicate that you are in WINGS Express
Confirm that you have Faculty Access
If you do NOT have Faculty Access

Navigate to CaTS at: http://www.wright.edu/information-technology, select Support & Training
If you do NOT have Faculty Access

Select **Forms** and download the **WINGS Express Faculty and Advisor Access (PDF)** form.
If you do NOT have Faculty Access

Complete the form with **Authorized College Coordinator** signature (see back of form):

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**Application for Banner Student WINGS Express Access**

**Banner ID U: U**

**Role:** [ ] Staff [ ] Faculty [ ] Student [ ] AYA/ABA [ ] OTA/OTA, for what term(s): [ ]

**Campus Address:**

**Position Title:**

**Email:**

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**Check Requested Access Level(s):**

[ ] Advisor Level 1
- Allows access to a primary class for any course.
- Also provides access to student address, e-mail address, and permanent website.

[ ] Advisor Level 2
- Allows access to a secondary class for any course.
- Also provides access to student information such as student address, scheduling, and academic history.
- Only available to individuals authorized to view student documents in WINGS Express.

[ ] Faculty/Adjunct Faculty
- Provides access to course-related services such as Final Grade Submitter, Final Grade Submitters, Registration Services, and Class logs for your assigned classes.

**Access to student records is restricted to those who have an "educational need to know" as outlined by the Family Educational Rights and Privacy Act of 1974 (FERPA).**

**Determine your job title that provides justification for your requested access level:**

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**Need this form to Office of the Registrar, JMB 110: WINGS Express Access**

I agree that I will use the information obtained from this form for only authorized purposes required for the job and that I am responsible for any action taken through the use of this account. I understand any unauthorized use is subject to the student access approval process. By signing this application, I indicate my understanding and acceptance of the responsibilities as a user of Banner's systems.

**Authenticated User:**

**Date:**

**Authentication:**

**Note:**

- Faculty/Adjunct Faculty and subscribers to the login are required to have a designated Faculty/Adjunct Faculty coordinator to access institutional information through the WINGS Express system.

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**Authorized College Coordinators:**

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<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Location</th>
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If you DO have Faculty Access

Select the Faculty Tab and click on Faculty Link under the Main Menu.
If you DO have Faculty Access

Select the appropriate Term via Term Selection on the Faculty Menu
If you DO have Faculty Access

Return to the Faculty Menu and click on CRN Selection (Your Sections)
If you DO have Faculty Access

The CRNs (sections) to which you are assigned will be displayed in the drop down list.
If you DO have Faculty Access

If section(s) **NOT LISTED**...

...let your department know to assign it/them to you in Banner
Questions?

CaTS Help Desk: 937-775-4827 or 888-775-4827 helpdesk@wright.edu
Office of the Registrar: 937-775-5200 wsu-registrar@wright.edu
Center for Teaching & Learning: 937-775-2885 ctl@wright.edu