How To Find a Student’s Email Address

1. Log In To ONLINE SERVICES

2. Click Faculty Services

3. Select Term

4. Click Student Menu

   ![Faculty Services]

   Faculty Services
   - Term Selection
   - CRN Selection
   - Faculty Detail Schedule
   - Faculty Schedule by Day and Time
   - Detail Class List
   - Summary Class List
   - Final Grades
   - Student Menu

5. Click “ID Selection”

   ![Student Information]

   Student Information
   - Term Selection
   - ID Selection

6. Enter student’s Banner ID or search by name...

   ![Student Information]

   Student or Advisee ID: 
   OR
   Student and Advisee Query
   - Last Name: 
   - First Name: 
   - Search Type:
     - Students
     - Advisees
     - Both
     - All
   - Submit
   - Reset

7. Verify name and click “Submit”

8. Click “View Email Addresses”