UALR | **Graduate School**

Accessing Student Folders in WebNow

Log in.

1. Log into your computer.
2. Open any browser, type https://imagenow.ualr.edu/webnow/ into the address box, and press "enter".
3. In the "User name" box, type your facstaff user name. Example: lrbeachler
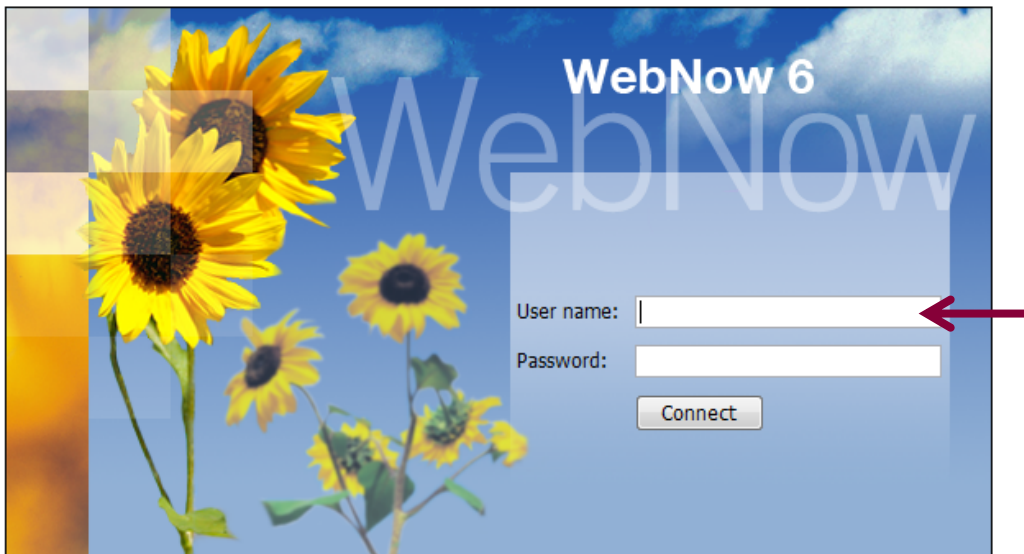
4. In the "Password" box, type the password you use for your email address. This password may be different from your NetID password. If you aren't sure what your email password is, you can log in to your BOSS account and go to the "Change Passwords or View Usernames and IDs" link in the "Personal Information" section to change your password.
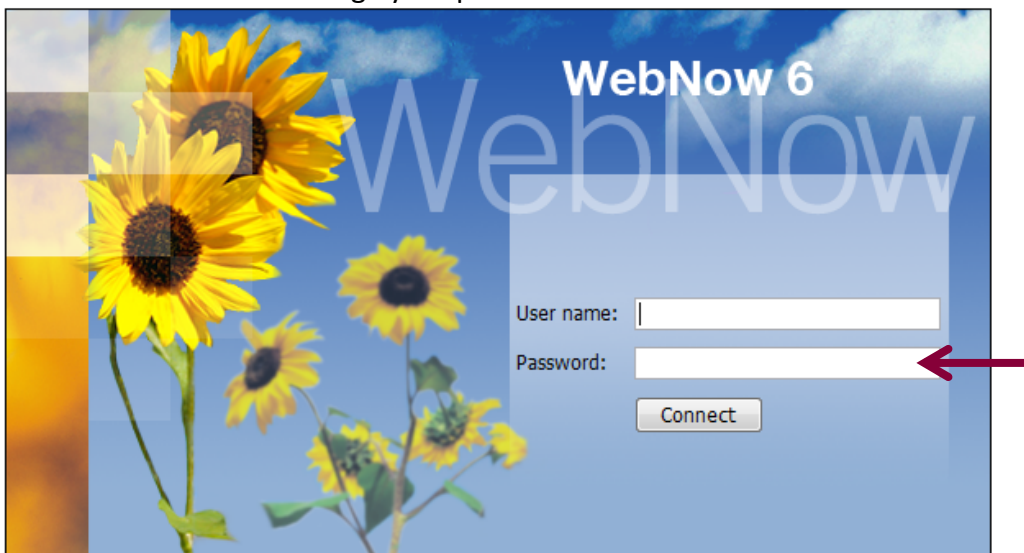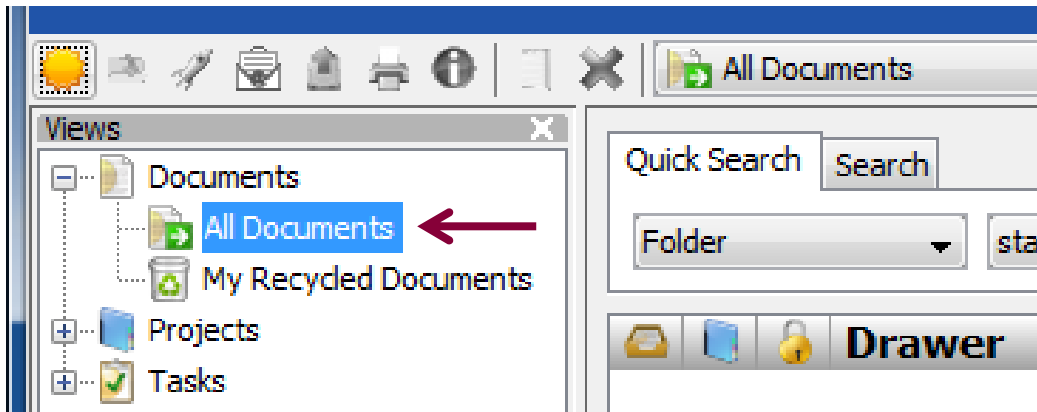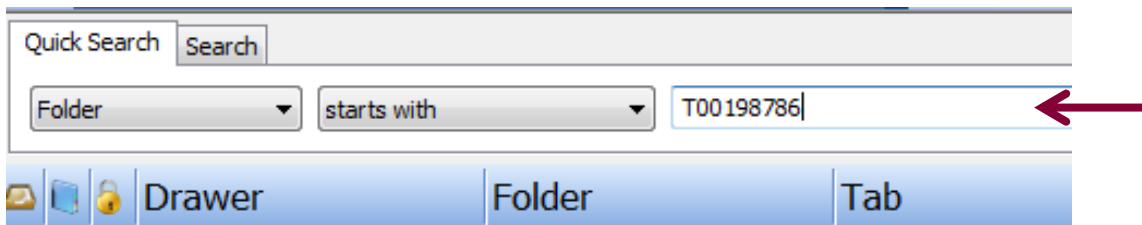
5. Click "Connect".

Access a student's folder.

6. Once you have logged into WebNow, click the folder labeled "All Documents", located on the left side of the screen under "Documents".

7. Place your cursor in the box to the right of the "starts with" button and type in the T-number of the student whose folder you want to view.

8. Press "enter".

View student's files.

9. After you press enter, the student's files should appear in the large white box. They will be labeled by item type (references, official transcripts, etc.). The item name will appear in Field 3.

Folder ▼	starts with ▼	T00198786

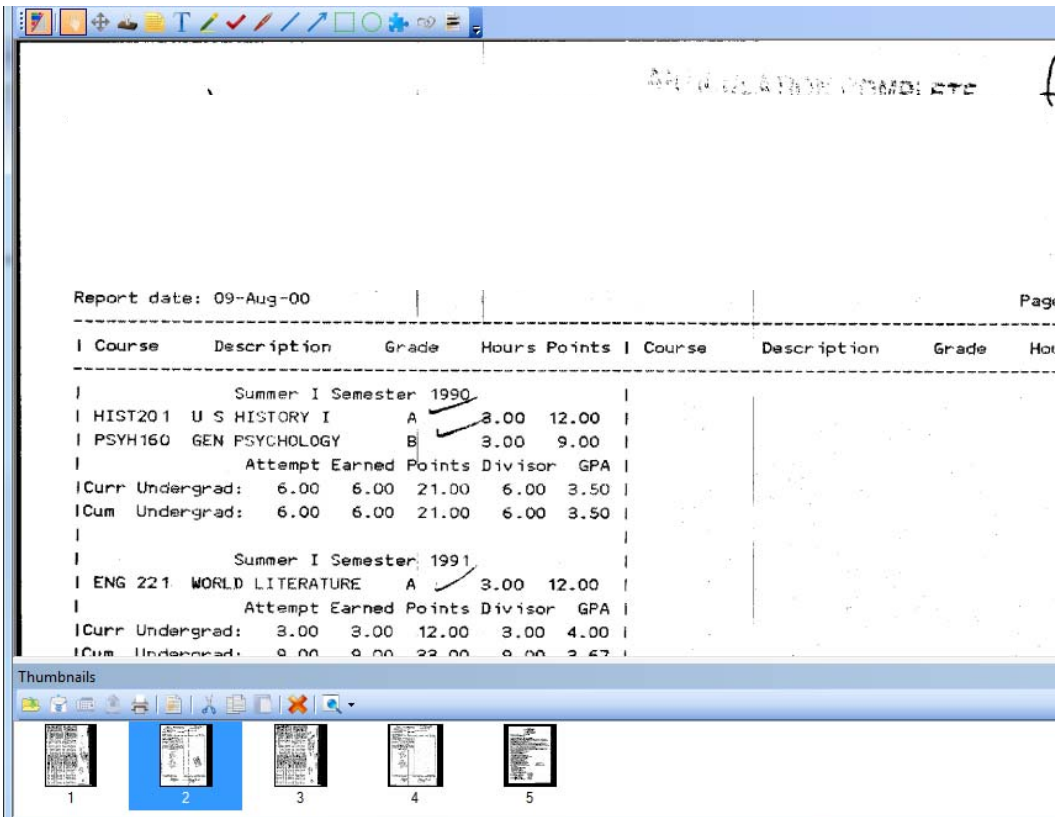| Drawer	Folder	Tab	Field 3	Field 4
ADMISSIONS	T00198786		General	Steele, Dana J.
ADMISSIONS	T00198786		Transcripts	Steele, Dana J.
SRECORDS	T00198786		General	Steele, Dana J.
ADMISSIONS	T00198786		General	Steele, DanaJ.
ADMISSIONS	T00198786		Grad Adm Appli...	Steele, DanaJ.
SR-TRANSCRIPTS	T00198786		Transcripts	Steele, Dana J.
PUR-TRAVEL	T00198786	Steele, Dana J.	E0055425	
AP-PROCUREM...	T00198786	Steele, Dana J.	E0055425	
PUR-TRAVEL	T00198786	Steele, Dana J.	E0057265	
ADMISSIONS	T00198786		Undergrad. Stu...	Steele, Dana J.
AP-PROCUREM...	T00198786	Steele, Dana J.		
AP-PROCUREM...	T00198786	Steele. Dana J.	E0057265	

10. The student's folder may contain files that don't relate to their graduate application. To group the graduate application documents together, click the tab labeled "Drawer."

Drawer	Folder	Tab	Field 3	Field 4
ADMISSIONS	T00198786		General	Steele, Dana J.
ADMISSIONS	T00198786		Transcripts	Steele, Dana J.
SRECORDS	T00198786		General	Steele, Dana J.
ADMISSIONS	T00198786		General	Steele, DanaJ.
ADMISSIONS	T00198786		Grad Adm Appli...	Steele, DanaJ.
SR-TRANSCRIPTS	T00198786		Transcripts	Steele, Dana J.
PUR-TRAVEL	T00198786	Steele, Dana J.	E0055425	
AP-PROCUREM...	T00198786	Steele, Dana J.	E0055425	
PUR-TRAVEL	T00198786	Steele, Dana J.	E0057265	
ADMISSIONS	T00198786		Undergrad. Stu...	Steele, Dana J.
AP-PROCUREM...	T00198786	Steele, Dana J.		
AP-PROCUREM...	T00198786	Steele. Dana J.	E0057265	

11. The files should now be sorted alphabetically by which drawer they are in. You only need to review the files that say "GRAD-ADMISSIONS" in the drawer column.

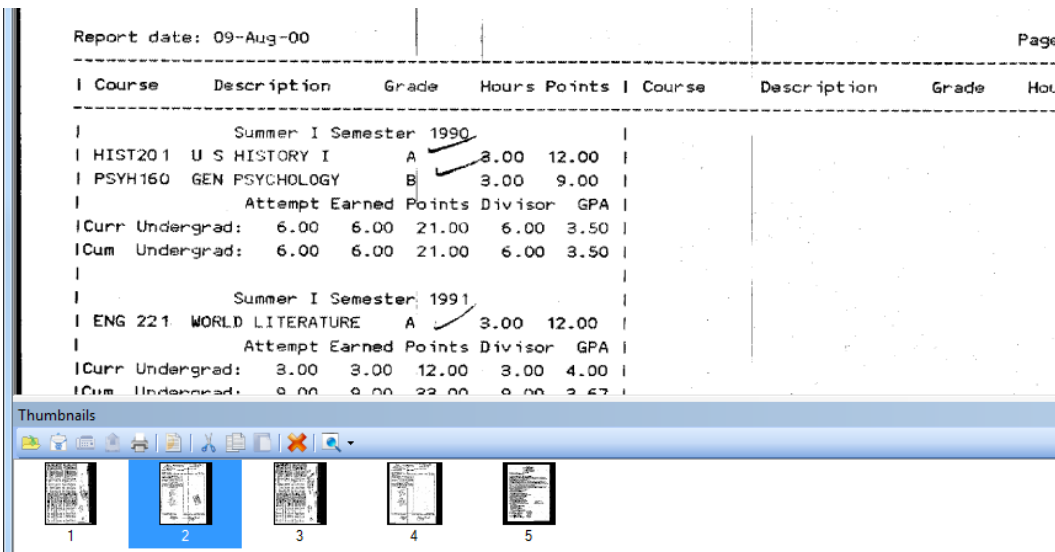| Drawer ▵	Folder	Tab	Field 3
ADMISSIONS	T00198786		Grad Adm Applicat...
ADMISSIONS	T00198786		Transcripts
ADMISSIONS	T00198786		General
ADMISSIONS	T00198786		Undergrad. Studen...
ADMISSIONS	T00198786		General
AP-PROCUREMENT	T00198786	Steele, Dana J.	E0057265
AP-PROCUREMENT	T00198786	Steele, Dana J.	E0055425
AP-PROCUREMENT	T00198786	Steele, Dana J.	E0057265
AP-PROCUREMENT	T00198786	Steele, Dana J.	
GRAD-ADMISSIONS	T00198786		Emails
GRAD-ADMISSIONS	T00198786		Misc

12. To view a specific item, double click on it. The file will open up in a new window.


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Report date: 09-Aug-00                                    Page

I Course     Description    Grade   Hours Points I Course    Description    Grade   Hou

I                Summer I Semester 1990                I
I HIST201  U S HISTORY I       A     3.00  12.00  I
I PSYH160  GEN PSYCHOLOGY      B     3.00   9.00  I
I                Attempt Earned Points Divisor  GPA I
ICurr Undergrad:    6.00    6.00  21.00   6.00  3.50 I
ICum  Undergrad:    6.00    6.00  21.00   6.00  3.50 I
I
I                Summer I Semester 1991                I
I ENG 221  WORLD LITERATURE     A      3.00  12.00  I
I                Attempt Earned Points Divisor  GPA I
ICurr Undergrad:    3.00    3.00  12.00   3.00  4.00 I
ICum  Undergrad:    9.00    9.00  33.00   9.00  3.67 I
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11. The file may have multiple documents in it. Small versions of these documents will appear at the bottom of the page. To view a different page, double click on the small version of the page you want to view.



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Report date: 09-Aug-00                                    Page

I Course     Description    Grade   Hours Points I Course    Description    Grade   Hou

I                Summer I Semester 1990                I
I HIST201  U S HISTORY I       A     3.00  12.00  I
I PSYH160  GEN PSYCHOLOGY      B     3.00   9.00  I
I                Attempt Earned Points Divisor  GPA I
ICurr Undergrad:    6.00    6.00  21.00   6.00  3.50 I
ICum  Undergrad:    6.00    6.00  21.00   6.00  3.50 I
I
I                Summer I Semester 1991                I
I ENG 221  WORLD LITERATURE     A      3.00  12.00  I
I                Attempt Earned Points Divisor  GPA I
ICurr Undergrad:    3.00    3.00  12.00   3.00  4.00 I
ICum  Undergrad:    9.00    9.00  33.00   9.00  3.67 I
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Helpful Hints

If you can't find a specific item in a student's file, you can search using his/her name instead of T-number.

1. Follow steps 1-6 above.
2. Click on the first drop down menu, which says "Folder," and select "Field 4" instead.
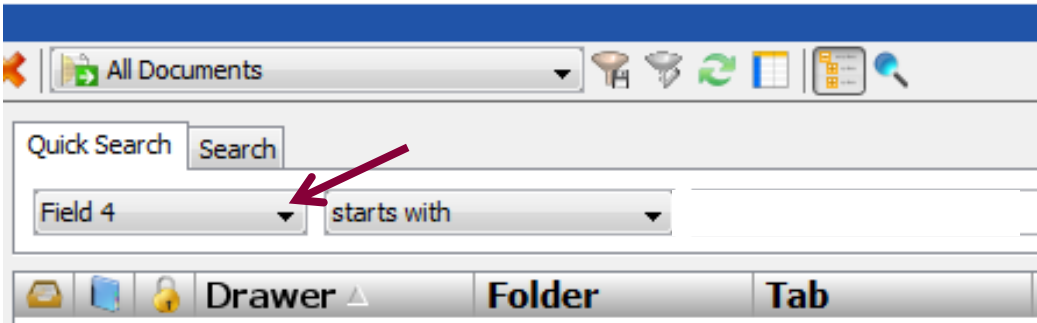
3. Place your cursor in the box to the right of the "starts with" button and type in the name (in the format last name, first name) of the student whose folder you want to view. Press enter.
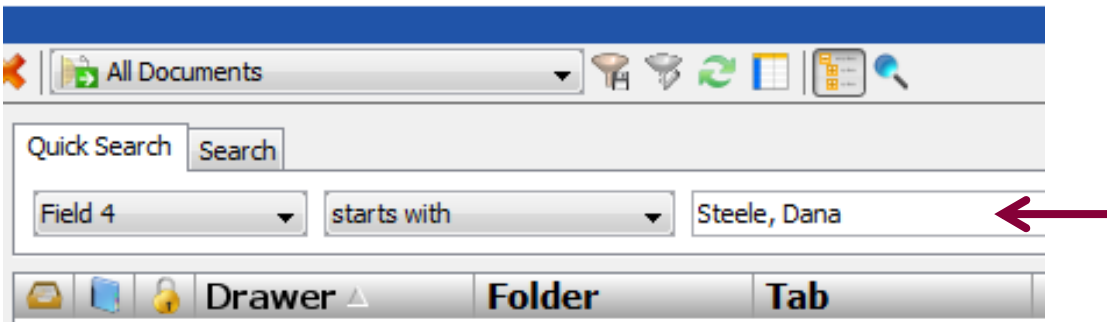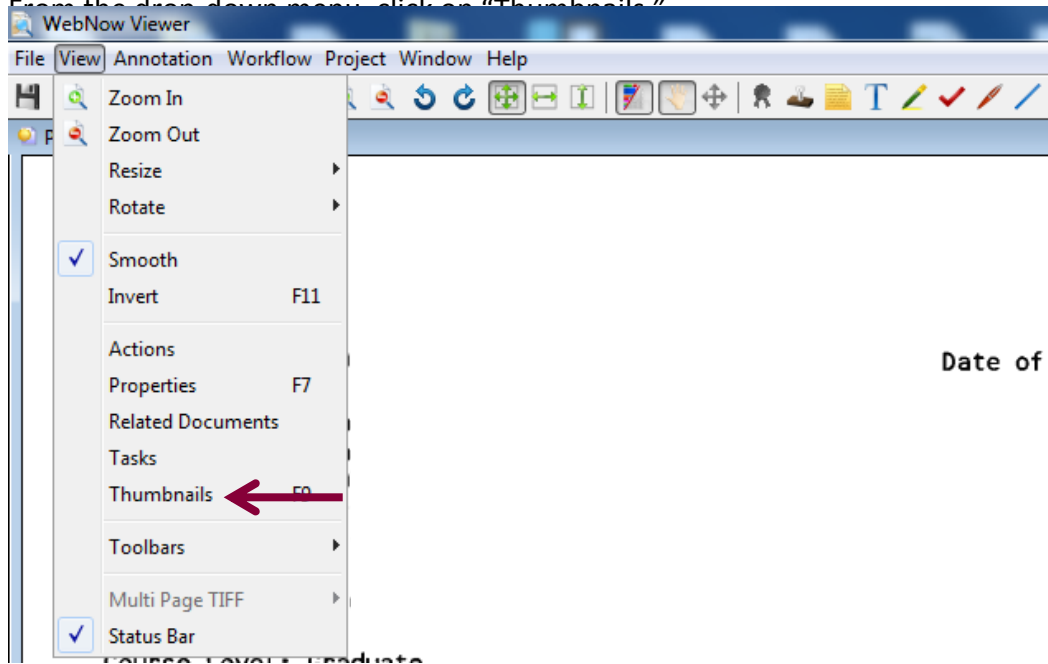

If you open up a file with multiple pages and don't see thumbnails of the additional pages at the bottom, you may need to change your display settings.

1. Complete the steps through step 12. After you have opened a file, click "View" at the top left corner of the page.
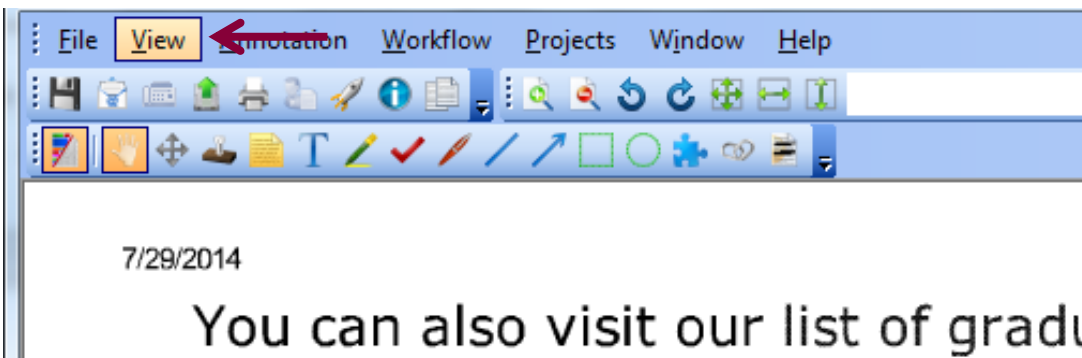
2. From the drop down menu, click on "Thumbnails."

3. The additional pages should appear the bottom of the page.