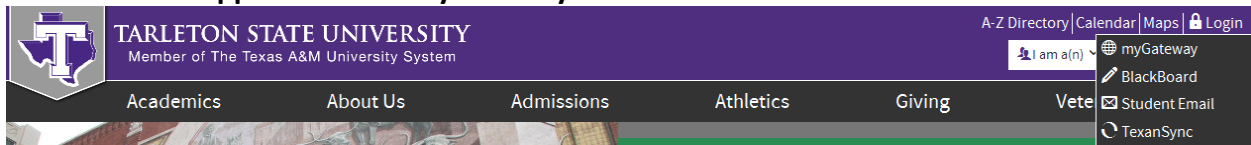


Imaging System (WEBxtender)

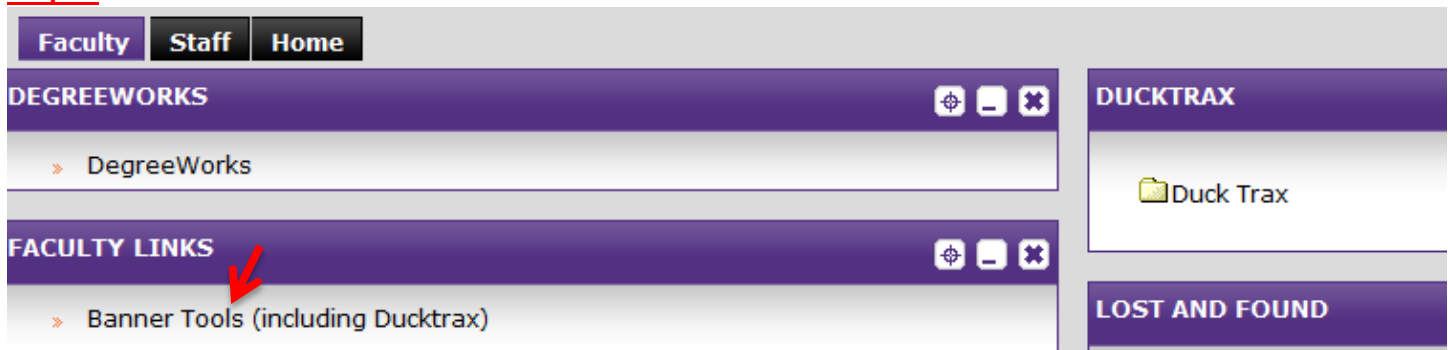
WEBxtender is an application used to archive scanned documents. If you do not have access to WEBxtender, please have your supervisor submit a help desk ticket requesting your access.

Step 1: Go to www.tarleton.edu and hover over the word “Login” at the top right corner of the screen. A drop down menu will appear. Select “myGateway”.



Step 2: Log in using your Username and password (same as your NTNET). For log in assistance, contact the HelpDesk at helpdesk@tarleton.edu or 254-968-9885.

Step 3: Click the “Banner Tools” link on the left side of the screen.

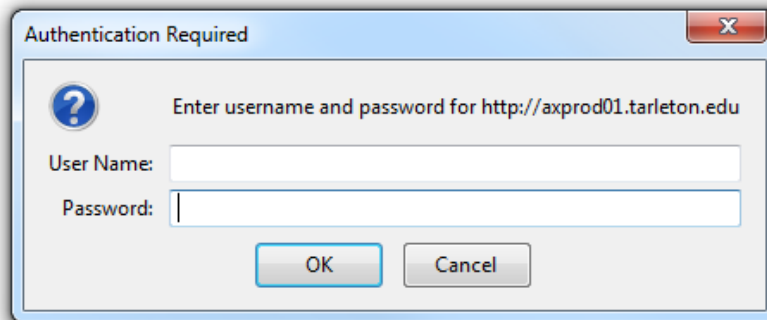


Step 4: Click the “Imaging System” link.

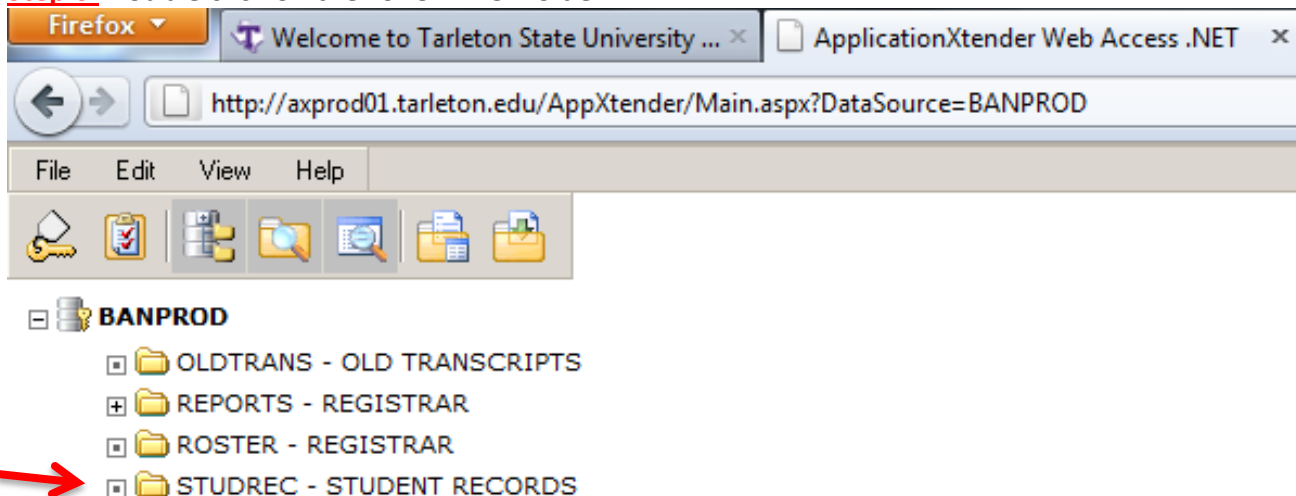


The screenshot shows the Tarleton State University Banner Services page. At the top, there is a header with the university logo and name, and a navigation bar with links for "en Espanol", "myGateway", and "Blackboard". Below the header, there are two main sections: "BANNER SERVICES" and "BANNER STUDENT SYSTEM SERVICES". The "BANNER STUDENT SYSTEM SERVICES" section contains a list of links: "Banner", "DuckTrax (Web Self Service)", "Banner Online Reports", "Imaging System", and "SurveyDig". A red arrow points to the "Imaging System" link.

Step 5: Enter your NNET credentials.



Step 6: Double click on the “STUDREC” folder.



The screenshot shows a Firefox browser window. The address bar displays the URL "http://axprod01.tarleton.edu/AppXtender/Main.aspx?DataSource=BANPROD". The browser's toolbar shows various icons for navigation and actions. Below the toolbar, there is a file explorer view showing a folder structure. The root folder is "BANPROD". Underneath it, there are several subfolders: "OLDTRANS - OLD TRANSCRIPTS", "REPORTS - REGISTRAR", "ROSTER - REGISTRAR", and "STUDREC - STUDENT RECORDS". A red arrow points to the "STUDREC - STUDENT RECORDS" folder.

Step 7: Enter the students SSN in the “SSN” field and press Enter or click “Submit”.

Note: You can also search using the students name by following this format: Last name, first name* (you must include the asterisk right after the first name). When using this method, the results will show any and all students with the name you entered so check you are viewing the correct documents for the student you are querying.

File Edit View Help

Query Criteria for Application 'STUDREC' Current Query: New Query

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	SSN	<input type="text"/>
<input checked="" type="checkbox"/>	FULL NAME	<input type="text"/>
<input checked="" type="checkbox"/>	DOC TYPE	*
<input checked="" type="checkbox"/>	SCAN DATE	<input type="text"/>

Query Options

Show all documents

Include previous document revisions

Save Options

Query Name

Available To All Users

Submit Save Reset

Step 8: All of the imaged documents on file will appear for the student. Documents are labeled according to the type. Once you determine which document you would like to view, double click it. For example, if you would like to see the undergraduate application, double click on the “UG APPLICATION” link.

Query Results for Application 'STUDREC'

[Modify Query](#)

Document 1 - 11 of 11

	SSN	FULL NAME	DOC TYPE	SCAN DATE	Pages
			MEMOS	06-02-2015	1
			UG DEGREE PLAN	11-04-2014	1
			UG DEGREE PLAN	10-17-2014	1
			UG DEGREE PLAN	06-26-2014	2
			UG DEGREE PLAN	06-20-2014	1
			UG DEGREE PLAN	06-11-2014	2
			CL TRANSCRIPT	05-19-2014	2
			BACTERIAL MENINGITIS	02-10-2014	1
			CL TRANSCRIPT	01-17-2014	4
			HS TRANSCRIPT	04-03-2013	5
			UG APPLICATION	02-04-2013	31

Note: The results only display 25 documents at a time, so if you don't see the document you are looking for, check to see if there is another page. For example, in the search below there are more than 25 documents. You can use the arrows to move from page to page. The 2 center arrows are for next and previous pages and the 2 outer arrows are to jump to the end and beginning of the documents.



Document 1 - 25 of 1000



	SSN	FULL NAME	DOC TYPE	SCAN DATE	Pages
			SCORES - TASP,SAT,ACT,ETC	07-21-2015	5
			CL TRANSCRIPT	07-20-2015	4
			SCORES - TASP,SAT,ACT,ETC	07-20-2015	2
			UG APPLICATION	07-20-2015	8
			PSA	07-20-2015	15
			PSA	07-20-2015	12
			PSA	07-20-2015	18
			UG APPLICATION	07-20-2015	8
			CL TRANSCRIPT	07-17-2015	6
			SCORES - TASP,SAT,ACT,ETC	07-17-2015	1
			SCORES - TASP,SAT,ACT,ETC	07-17-2015	2
			GR APPLICATION	07-16-2015	7
			CL TRANSCRIPT	07-15-2015	5
			GR APPLICATION	07-15-2015	14
			FINANCIAL AID CONSORTIUM AGREEMENTS	07-14-2015	5
			UG DEGREE PLAN	07-14-2015	1
			THESIS-DISSRT DEF/COMP EXAM RESULTS	07-14-2015	1
			HS TRANSCRIPT	07-09-2015	2
			MISCELL. DOCUMENTS	07-08-2015	1
			UG APPLICATION	07-06-2015	8
			SCORES - TASP,SAT,ACT,ETC	07-06-2015	1
			CL TRANSCRIPT	07-01-2015	2
			CL TRANSCRIPT	07-01-2015	2
			RESIDENCY DOCUMENTS	06-30-2015	5
			CL TRANSCRIPT	06-30-2015	2

Step 9: You can now view the document you selected and move around using the Navigation bar above the page. **Note:** The actions for the buttons on the Navigation Bar can be found on the next page.

http://axprod01.tarleton.edu/AppXtender/DocView.aspx?DataSource=BANPROD&Param

File View Document Page Help

Page 1 Zoom 100%

TARLETON STATE UNIVERSITY
Member of The Texas A&M University System

RECEIVED
OCT 18 2014
REGISTRAR'S OFFICE

Undergraduate Degree Plan Acknowledgement and Responsibility Form

Check the appropriate box:

Initial Degree Plan

Revised Degree Plan

Second Major Degree Plan

BC Honors

Date: 10/03/2014

Applied to Graduate? Yes No Using Veteran Benefits? Yes No

University ID#: [Redacted] Student Athlete? Yes No

Student: [Redacted] Academic Advisor: _____

Catalog Year: 2014-2015 Previous Catalog Year (if applicable): _____

College of: Liberal and Fine Arts Degree: BA

Major Field of Study: ENGL Concentration (if any): WOTC

Minor (1st if any): PSYC Minor (2nd if any): _____

Any substitutions must be approved with a [Course Substitution Form](#).

Any additions or deletions must be approved with a new Degree Plan Acknowledgement Form.

The below signatures certify the above student filed a degree plan on the date under the catalog term and has received a printed copy of the degree requirements. In order to be eligible for graduation, the student understands it is his/her responsibility to fulfill these and other requirements in the catalog.

[Redacted] Student

Betha Cur
Academic Advisor

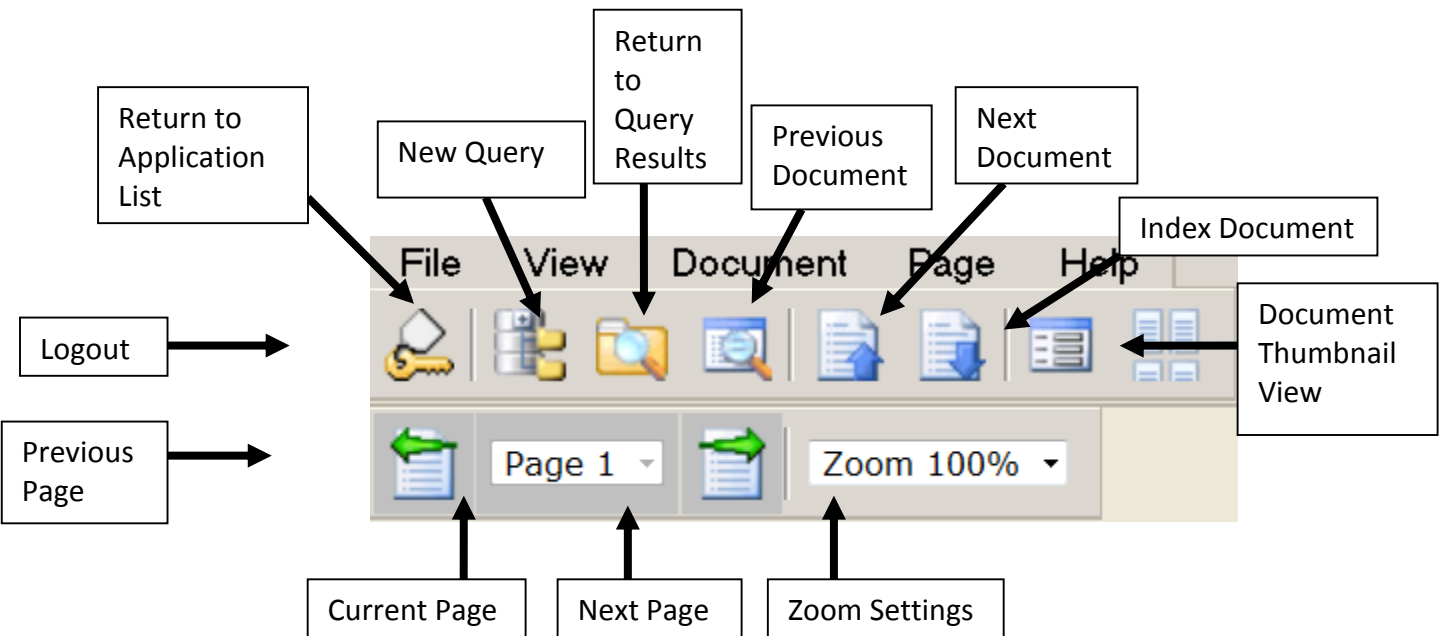
Janell Smith
Department Head

Registrar Use
Processed by
[Signature]
Inlets
10/16/14
Date

Rev. 08/14

Return to the Office of the Registrar
Box T-0620 / Stephenville, TX 76402 / 254.936.9121 / 254.936.9389 Fax

Navigation Bar



Note: When you are done, you can either click “Return to Query Results” to go back to the list of documents for the student and select a different document type or click “New Query” to query a different student. To return to the main menu, click on “Return to Application List”.

Step 10: Click the “Logout” link under “File” to exit WEBxtender.

