Kean WISE Faculty Instructions:

- Access Web through your Internet Browser
- Go to http://www.kean.edu (Kean University Web Page)
- Click on Kean WISE
- Review message page
- Click on Kean WISE

To Login
- Click Log In at top right
- Enter Your User Name (lower case) and PIN
- Click SUBMIT
- Click on Faculty Menu

Options:

Class roster
- Select the term
- Click SUBMIT

My class schedule
- Select the term
- Click SUBMIT

Grading (Only available during dates that grades are due)
- Select the term
- Click SUBMIT
- Select the class
- Click SUBMIT
- Enter grade information for all students.
- Click SUBMIT

Search for classes
- Select correct term (required)
- Select specific Department with Course Level for limited search or enter Department for general search.
- Scroll down and click SUBMIT

Change password
- Six to nine character PIN is required including both Alpha and Numeric values.

Remember to log out.