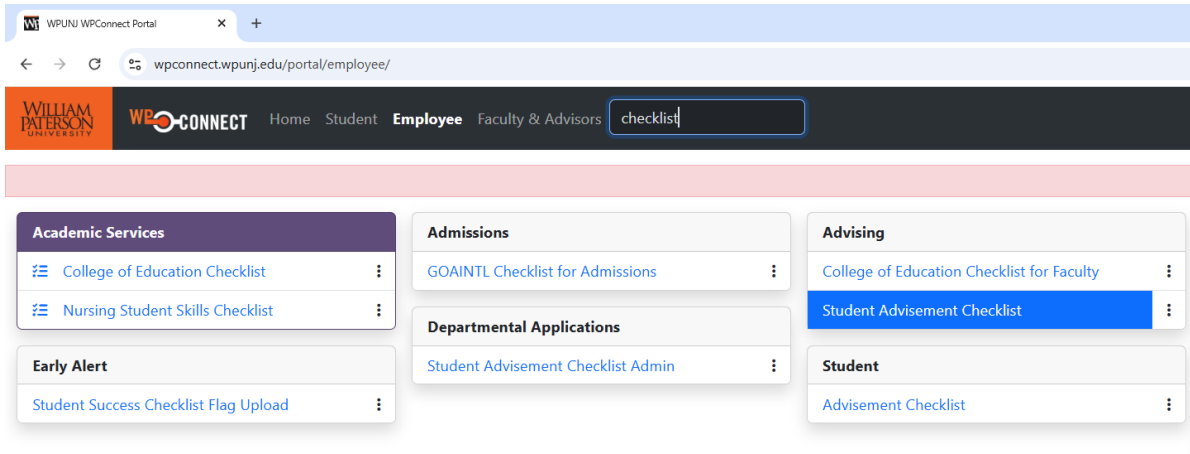


## How to complete the *Meet with faculty mentor* checklist item

1. Login to WPCONnect and search for *checklist* - Or use the link below

[https://wpconnect.wpunj.edu/students/student\\_success\\_checklist/advisor/](https://wpconnect.wpunj.edu/students/student_success_checklist/advisor/)

2. Click on *Student Advisement Checklist* under the *Advising* section.



3. Scroll down to view the students you mentor and click on the *Open Checklist* button on the right for every student.

The screenshot displays the 'Will. Power. Checklist' page. At the top, there is a search bar and an 'Open Checklist' button. Below this, there are search filters for 'Select a Term' (Fall 2025) and 'Student Credits' (31-60). There are also dropdown menus for 'Checklist Item Complete' and 'Checklist Item NOT Complete'. Under the heading 'Students I advise', there are radio button options for '(Fall Only) Students in my WPS1010 class', '(Spring Only) Students in my WPS1020 class', and '(Spring Only) Students in my WPS1030 class'. There are two buttons: 'Run Report to Excel' and 'Run Report to Browser'. Below the filters, a message states '0 out of 20 students below have completed the checklist.' A table follows with columns: BID, First Name, Last Name, Email, Student Type, Campus Code, Program Code, College Code, Credits Earned, Total Checklist Items Completed, and Open Checklist. Each row in the table has an 'Open Checklist' button in the final column.

BID	First Name	Last Name	Email	Student Type	Campus Code	Program Code	College Code	Credits Earned	Total Checklist Items Completed	Open Checklist
855901477	Nooruddeen	Aljayeh	aljayehn@student.wpunj.edu	C	M	BS-BIOT	SH	43	4/8	Open Checklist
855905880	Ramir	Bellazzin	bellazzin@student.wpunj.edu	C	M	BS-BIO-ORGN	SH	32	4/8	Open Checklist
855862775	Nayadif	Corniel-Taveras	cornielcorderon@student.wpunj.edu	C	M	BS-BIO-PMED	SH	54	2/8	Open Checklist
855935332	Jorden	Enigam	enigamj@student.wpunj.edu	T	M	BS-BIO-GEN	SH	52	0/8	Open Checklist
855911942	Kaidan	Gelnett	gelnettk@student.wpunj.edu	C	M	BS-BIO-PMED CERT-PRPT	SH SH	31	4/8	Open Checklist
855919777	Briana	Gonzalez	gonzalezb33@student.wpunj.edu	T	M	BS-BIO-PMED	SH	37	0/8	Open Checklist
855905329	Nicholas	Gonzalez	gonzaleznd1@student.wpunj.edu	C	M	BS-BIO-GEN	SH	32	4/8	Open Checklist

4. Enter comments and click on the red X button to update it as completed.

WILLIAM PATERSON UNIVERSITY WE CONNECT Home Student Employee Faculty & Advisors Search

Enter Student ID here to open their checklist:  [Open Checklist](#)


### Student Information, Fall 2025

No Image Found

Student ID	Name	Email	Major	Program	Campus	Type	Level	Enrolled Credits	Total Credits Earned
855855748	Ahmad Abdel Jabbar	abdeljabbara@student.wpunj.edu	FIN	BS-FIN	Traditional	Continuing	UG	12	53

### Will. Power. Checklist, Fall 2025

Clicking the icons under the Completed column will change that item's status. You cannot change Automated Items' status. Comments are saved upon clicking out of the comment box.

Item	Description	Completed	Comments
Meet with faculty mentor	Meet with faculty mentor		<input type="text" value="Enter comments here"/>

Completed checklist example:

WILLIAM PATERSON UNIVERSITY WE CONNECT Home Student Employee Faculty & Advisors Search

Proxied as Miryam Wahrman

Enter Student ID here to open their checklist:  [Open Checklist](#)


### Student Information, Fall 2025

No Image Found

Student ID	Name	Email	Major	Program	Campus	Type	Level	Enrolled Credits	Total Credits Earned
855855748	Ahmad Abdel Jabbar	abdeljabbara@student.wpunj.edu	FIN	BS-FIN	Traditional	Continuing	UG	12	53

### Will. Power. Checklist, Fall 2025

Clicking the icons under the Completed column will change that item's status. You cannot change Automated Items' status. Comments are saved upon clicking out of the comment box.

Item	Description	Completed	Comments
Meet with faculty mentor	Meet with faculty mentor		<input type="text" value="Met with student on 11/19/2025."/>