WebAdvisor 3.1 Registration Guide

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Logging In to WebAdvisor

The web address for the WebAdvisor system is:

http://adlerwa.adler.edu:8080/WebAdvisor/WebAdvisor

You will need a User ID and Password to gain access to the system.

What's my User ID?

You should have received your User ID from the Adler IT group via Adler student email. However, you can also obtain your user id from the WebAdvisor system.

To obtain your user id from the WebAdvisor system:

1. From the Main menu, Click link: Account Information (lower right)
2. Click link: What's my User ID?
3. Enter your last name (not case sensitive) AND your social security number (with or without the dashes)
4. Click button: Submit. WebAdvisor will display your user ID
What's my Password?

You will receive a temporary password from the Adler IT group via your Adler student email account. During your initial log in, you will be required to reset your password.

To set your password:

1. Log in to WebAdvisor with your User ID and Temporary Password
2. Enter your User ID
3. Enter your Temporary Password in the Old Password field
4. Enter New Password
5. Enter New Password a second time in the Confirm Password field
6. (Optional/Recommended) Enter a hint that will remind you of your password. Make sure your hint is vague enough that nobody else could use it to guess your password.

To change your password:

1. Log in to WebAdvisor
2. Click Link: Change Password (upper right)
3. Enter your User ID
4. Enter your Old Password in the Old Password field
5. Enter New Password
6. Enter New Password a second time in the Confirm Password field
7. (Optional/Recommended) Enter a hint that will remind you of your password. Make sure your hint is vague enough that nobody else could use it to guess your password.

To obtain your password hint from the WebAdvisor system:

Option A (quickest)
1. Click link: Log In (upper right)
2. Enter User ID
3. Click check box for Show Hint
4. Click button: Submit
5. WebAdvisor displays your password hint in red above the User ID field
Option B
1. From the Main Menu, click link: Account Information
2. Click link: What’s my Password?
3. Click link: I might remember, show my password hint
4. Enter User ID, click button: Submit
5. WebAdvisor displays your password hint

**To Reset your WebAdvisor Password**

1. Click the What's My Password? Link (bottom right hand corner on the main page)
2. Click on the Reset My Password link
3. Enter your Last Name AND your SSN
4. Click the Submit button. Your new password will be sent to your Adler e-mail account.
   If you experience any problems, please e-mail the Adler Help Desk at HELPDESK@ADLER.EDU.

To Log in to the WebAdvisor System

5. Click link: Log In (upper and lower right)
6. Enter your user id
7. Enter your password
8. Click button: Submit. WebAdvisor displays the Main Menu showing a link to the Students Menu

System welcomes you by name once you have logged in

Students Menu
# HELPFUL REGISTRATION TOOL - SUBJECT CODES

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>CEG</td>
<td>Group Psychotherapy</td>
</tr>
<tr>
<td>CEH</td>
<td>Hypnosis</td>
</tr>
<tr>
<td>CEN</td>
<td>Neuropsychology</td>
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<tr>
<td>CES</td>
<td>Substance Abuse</td>
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<tr>
<td>MAC</td>
<td>Counseling</td>
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<td>MACF</td>
<td>Forensic Psychology</td>
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<td>MAF</td>
<td>Family &amp; Marital Counseling</td>
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<td>MAG</td>
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<td>MAO</td>
<td>Organizational Psychology</td>
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<td>MAP</td>
<td>Police Psychology</td>
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<td>Rehabilitation</td>
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<td>MSP</td>
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<td>PCO</td>
<td>Core Psychology</td>
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<tr>
<td>PSY</td>
<td>Clinical Psychology</td>
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</tbody>
</table>
Registration

To Add Classes

1. Log in to the WebAdvisor System (pg 4)
2. Click link: Students
3. Under the Registration Header, click link: Register for Sections

4. Click link: Search and Register for Sections

   a. Select the term for which you will be registering
   b. Select additional search criteria. You can search using multiple criteria (Subject, Course Level, Course Number, Section, Start Times, Day of Week, Course Title or Instructors Last Name). If you leave the criteria blank, the entire schedule will be displayed.

   *Example:* If you are only interested on classes on Monday and Tuesday, put check marks in those boxes and “Submit”. This will bring up all the classes offered on Mondays and Tuesdays.

   *Example:* If you are interested in seeing what classes are offered in the evenings, use the “Sections Meeting After” scroll down and choose 6 p.m. This will bring up all the evening classes.
c. Click button: Submit
5. “Section Selection Results” based on the selected search criteria is displayed
   a. If you chose (in the previous step) to see the entire schedule, there is a “Re-sort My Results” drop down menu above your schedule allowing you to re-sort the schedule.
6. Select class by checking the box in the left hand column next to the section. You may select more than one class at a time.
7. Click button: Submit. WebAdvisor displays “Register and Drop Sections” page and places the section(s) on your “Preferred Sections” list. **Caution:** You must complete the next step in order for registration to be complete.
8. Register for Classes
   a. To register for all the classes in your “Preferred Sections” list, select: Register (RG) in the “Action for ALL Pref. Sections” drop down menu.
   b. To register for a few of the classes in your “Preferred Sections” list, select: Register (RG) from the drop down menu in the left column next to each course.
   c. Click button: Submit

9. To manage the classes on your Preferred Sections list:
   a. AU Audit – to Audit the class
   b. RM Remove – To remove the class from your Preferred Sections list
   c. WL Waitlist – To add the section to your wait list (if class is full)
10. WebAdvisor displays **Registration Results**! Click button: OK. WebAdvisor displays the Main Menu

![Registration Results]

Confirms action processed

Class added to current registration list

11. See “Viewing Schedule” (pg 12) to confirm registration

**To Drop Classes**

1. Log in to the WebAdvisor System (pg 4)
2. Click link: Students
3. Click link: Register and Drop Sections under the Registration heading. WebAdvisor displays your “Preferred Sections” list and “Current Registrations”.
4. Under “Current Registrations”, Check the box in the left hand column next the course you wish to drop.
5. Click button: Submit
6. See “Viewing Schedule” (pg 12) to confirm registration
Managing Waitlist

1. Log in to the WebAdvisor System (pg 4)
2. Click link: Students
3. Click link: Manage My Waitlist
4. The only option you can utilize is REMOVE
5. If you are waitlisted for a course and a seat becomes available. A representative from the Office of the Registrar will contact you via your Adler e-mail account. You will have 24 hours to respond. If you do not respond within the 24 hours period you will be removed from the waitlist and the available seat will be offered to the next student on the waitlist.
6. Students are not allowed to register for one section of a course and waitlist for a different section of the same course. Members of the Office of the Registrar monitor waitlist on a daily basis. Students found registering and waitlisting for the same course will be removed from the waitlisted section.

Note: If the print range is set to “All” or if the text on the page is not highlighted, the transcript will print incorrectly
1. Click button: OK at the bottom of your transcript to return to the Main menu

Viewing Schedule

1. Click link: Students
2. Click link: My class schedule. WebAdvisor displays the “My Class Schedule” page
3. Select term in the drop down menu
4. Click button: Submit
5. Click button: Ok to return to the Students menu

Viewing and Printing Your Transcript

1. Click link: Students menu
2. Click link: “Transcript” located under the “Academic Profile” heading
3. When the next screen loads, click button: Submit
4. Your transcript will appear chronologically, with your most recent courses at the top. Under the list of your courses you can view your total earned credits, total grade points, and your cumulative GPA
5. To print your transcript, right-click anywhere on the page and select “Select All” to highlight all text on the page
6. Go to the “File” menu at the top of your browser window and select “Print”
7. In the “Print Range” area, click the “Selection” bubble. Press “OK” to begin printing.
   Note: If the print range is set to “All” or if the text on the page is not highlighted, the transcript will print incorrectly
8. Click button: OK at the bottom of your transcript to return to the main menu
9. Click link: Students menu
10. Click link: Transcript located under the “Academic Profile” heading
11. When the next screen loads, click button: Submit. Your transcript will appear chronologically, with your most recent courses at the top. Under the list of your courses you can view your total earned credits, total grade points, and your cumulative GPA
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Information Available on WebAdvisor

- **Academic Program:**
  To view information about your current academic program, go to the students menu and select the “My profile” link under the heading “Academic Profile”.

- **Personal Contact Information:**
  To view the address, e-mail address, phone number and emergency contact you have on file, go to the students menu and select the “My profile” link under the heading “Academic Profile”.

- **Student Account Information:**
  To view charges and payments on your student account, go to the students menu and select “Account Summary by Term” under the heading “Financial Information”.

- **Your Course Schedule by Term:**
  To view the courses you’re registered for, go to the students menu and click on the “My Class Schedule” link under the “Academic Profile” heading. At the next screen, select the term you would like to view from the drop-down menu and click “Submit”.

- **Grades, GPA and Earned Credits by Term:**
  To view a list of your courses, grades and earned credits by term, go to the students menu and click the “Grade Point Average by Term” link located under the “Academic Profile” heading. Select the term that you would like to view and click the “Submit” button at the bottom of the screen.