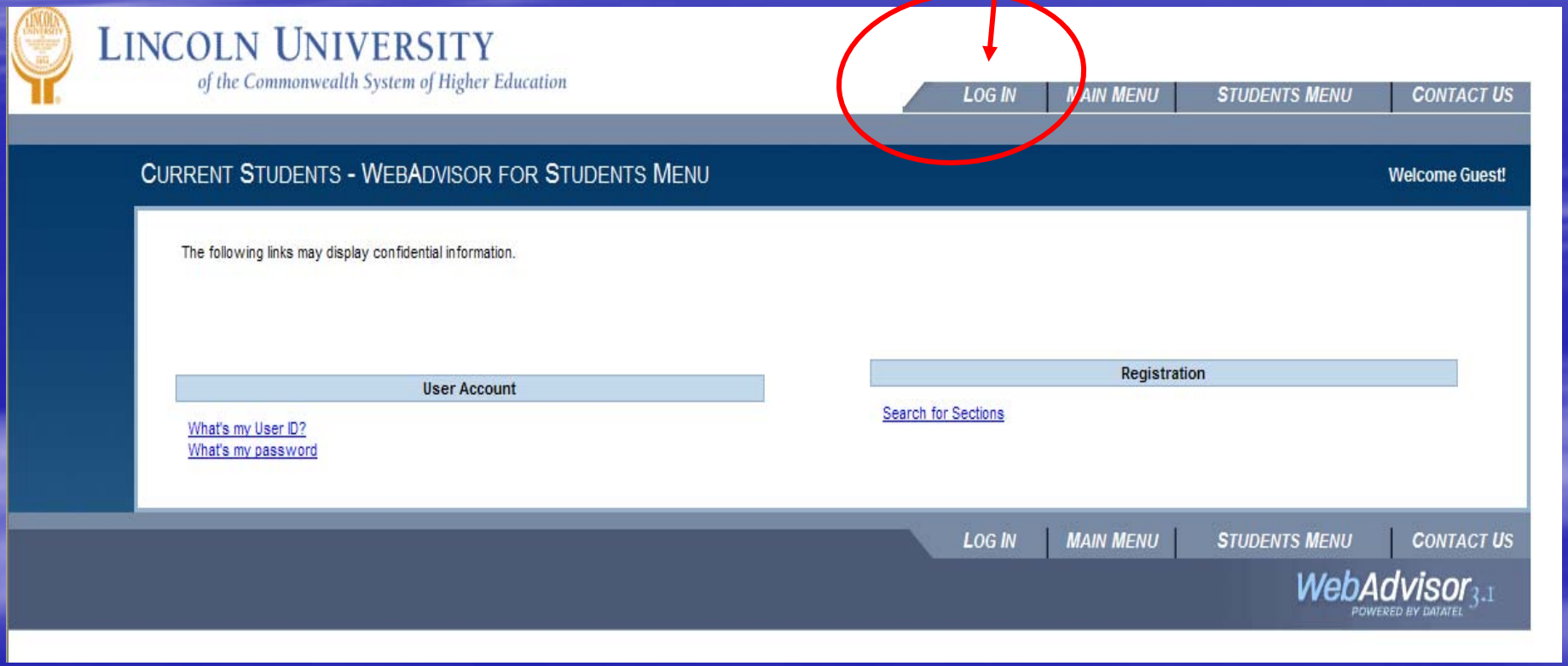
WebAdvisor

Step by Step
Registration Instructions

Login First


LINCOLN UNIVERSITY
of the Commonwealth System of Higher Education
LOG IN
MAIN MENU
STUDENTS MENU
CONTACT US
CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU
Welcome Guest!
The following links may display confidential information.
User Account
What's my User ID?
What's my password
Registration
Search for Sections
LOG IN
MAIN MENU
STUDENTS MENU
CONTACT US
WebAdvisor 3.1
POWERED BY DATATEL

Login ID & Password

To view your personal records, you must enter a login ID and password.

Login ID:

Your login ID is in this format:

firstname.lastname

(no capital letters).

Example: John.smith

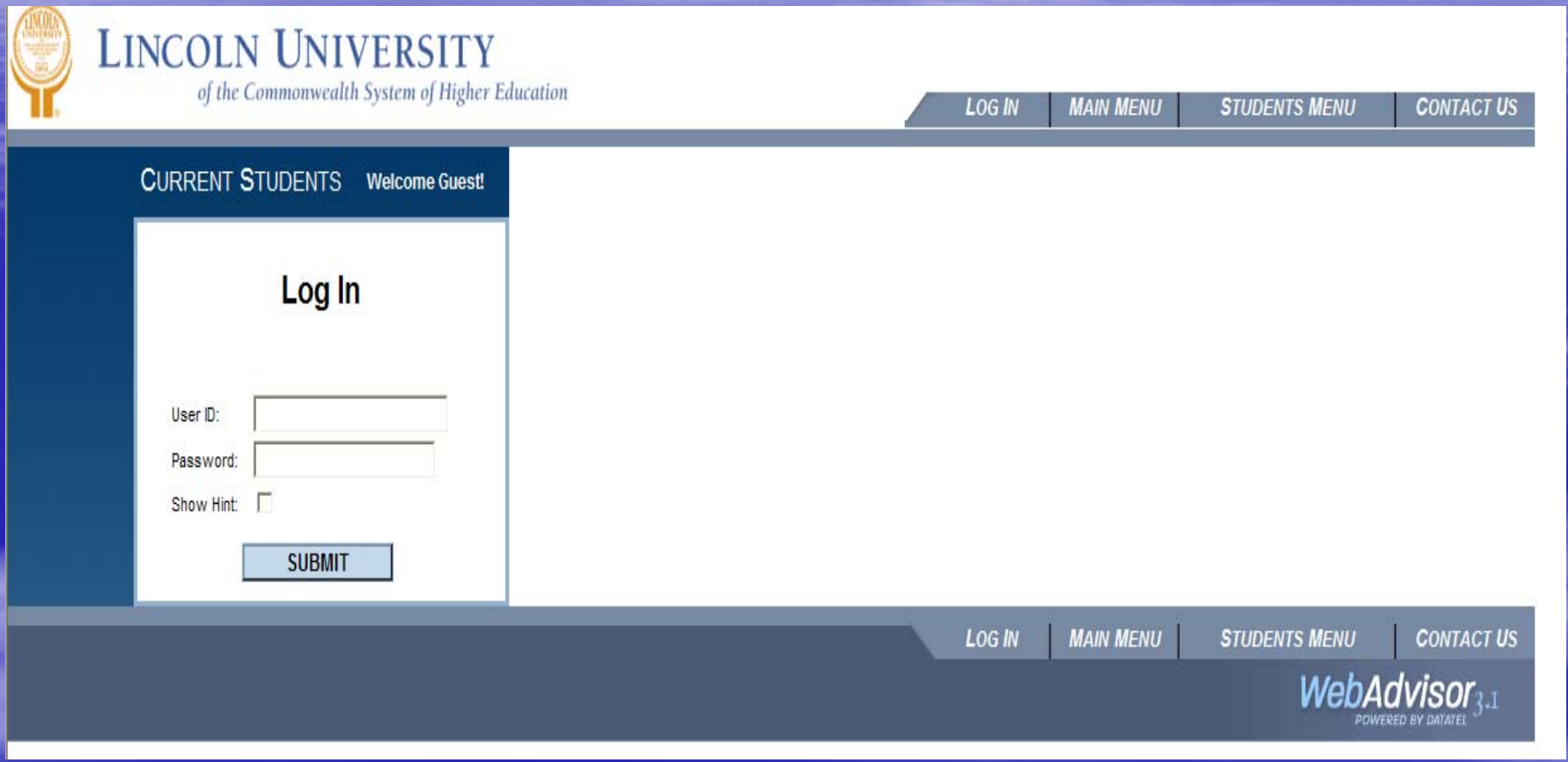
Password:

The first time you log in to WebAdvisor, your password will be your 6-digit birth date.

(January 1, 1980 = 010180)

Please click here to continue...

Log In Takes You Here

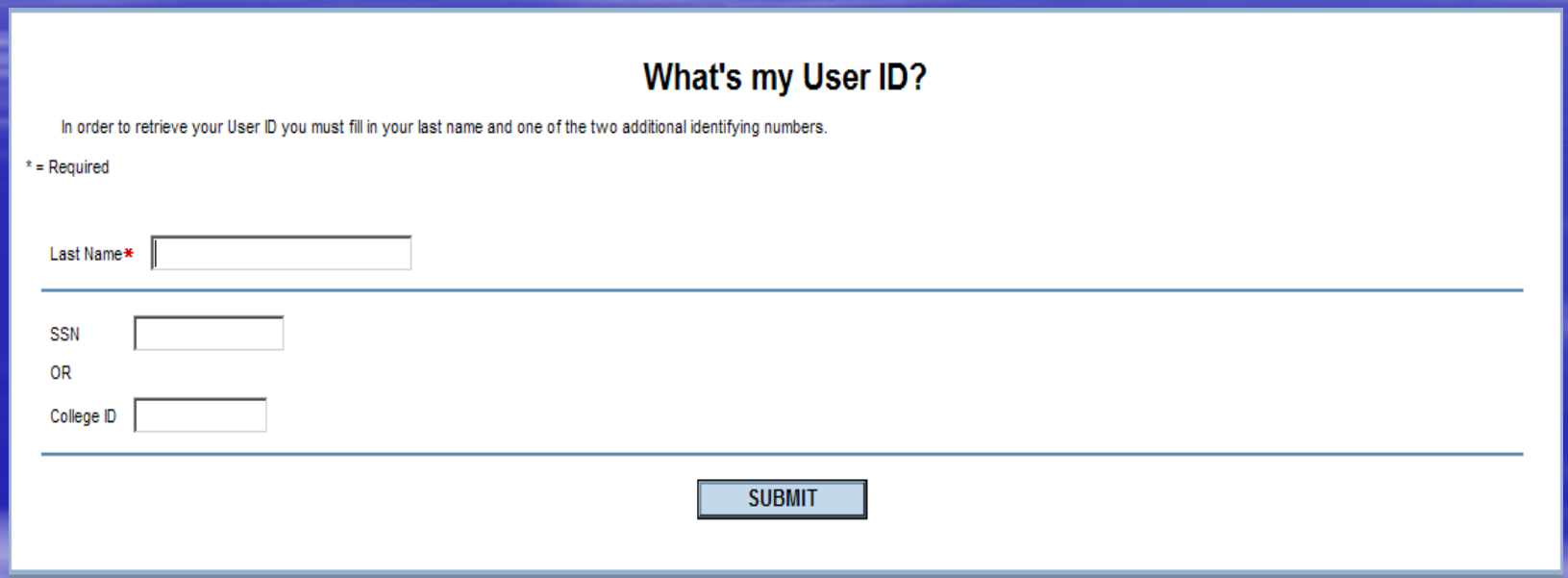


Fill in your User ID and Password

Forgot your password click on “Show Hint”

Remember your Password

- If you forgot your password and selected hint as seen on previous slide you will come to this page..



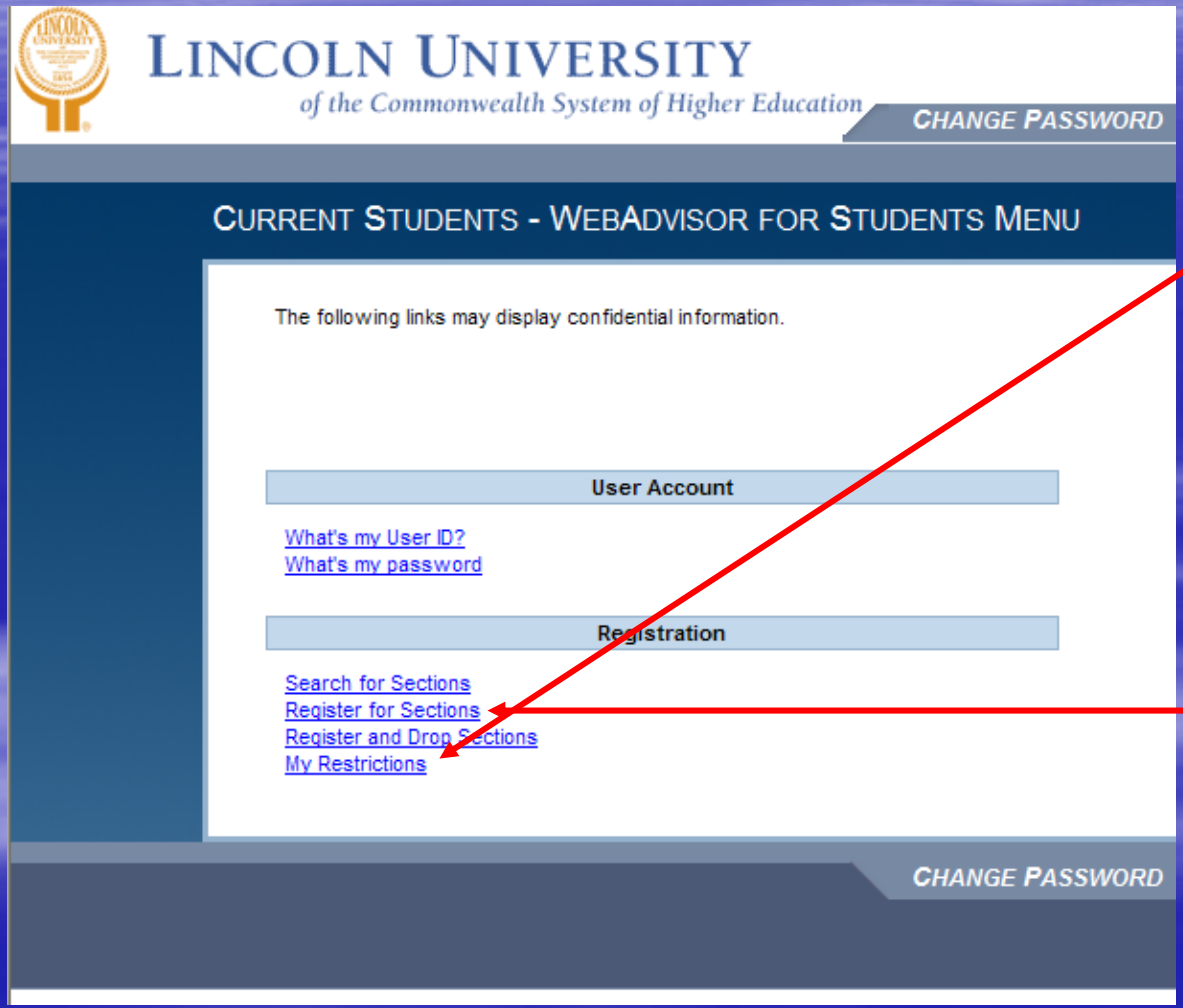
- We encourage you to use the password “hint” in case you lose or forget your password in the future. You decide what the password hint is.
- Do not give your login ID or password to anyone. Keep your login ID and password in a safe place.

Registration: Important Features

- When registering, add classes to a registration request area called Preferred Sections
- Manage My Waitlist lets you easily remove classes from a waitlist (Not used at this time)
- My Restrictions lists any registration holds
- Don’t forget to pay your bills

Click here to continue...

Registration: Step 1

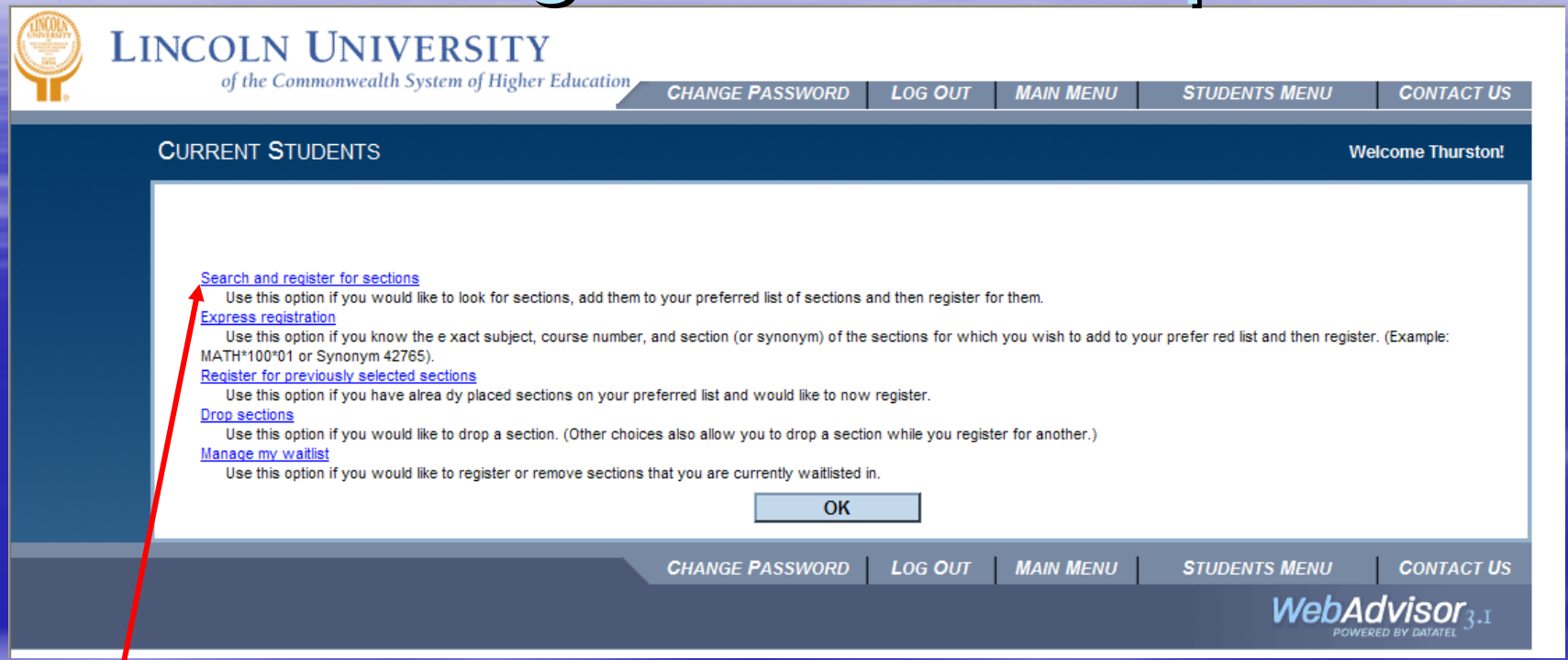


- Are you eligible to register? Check **My Restrictions**
- Don't forget to pay your bills.

Step 1:

Go to **Register for Sections**

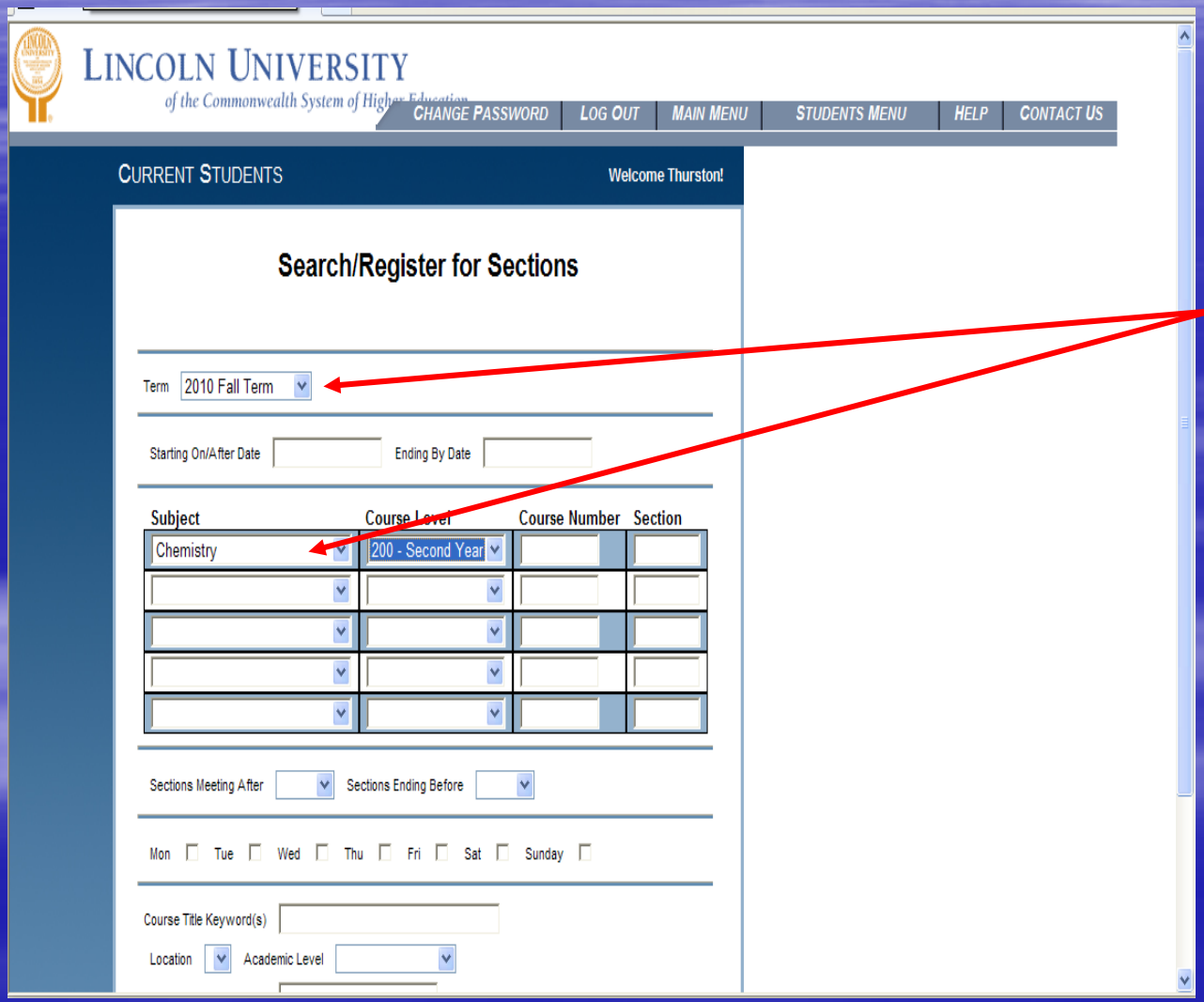
Registration: Step 2



- Go to Search and Register for Sections if you need to look up class sections to add to your Preferred Sections.
- Go to Express Registration if you already know what sections you want to add to your Preferred Sections.
- Go to Register for Previously Selected Sections to see what is currently in your Preferred Sections.

Click here to continue...

Registration: Step 3a

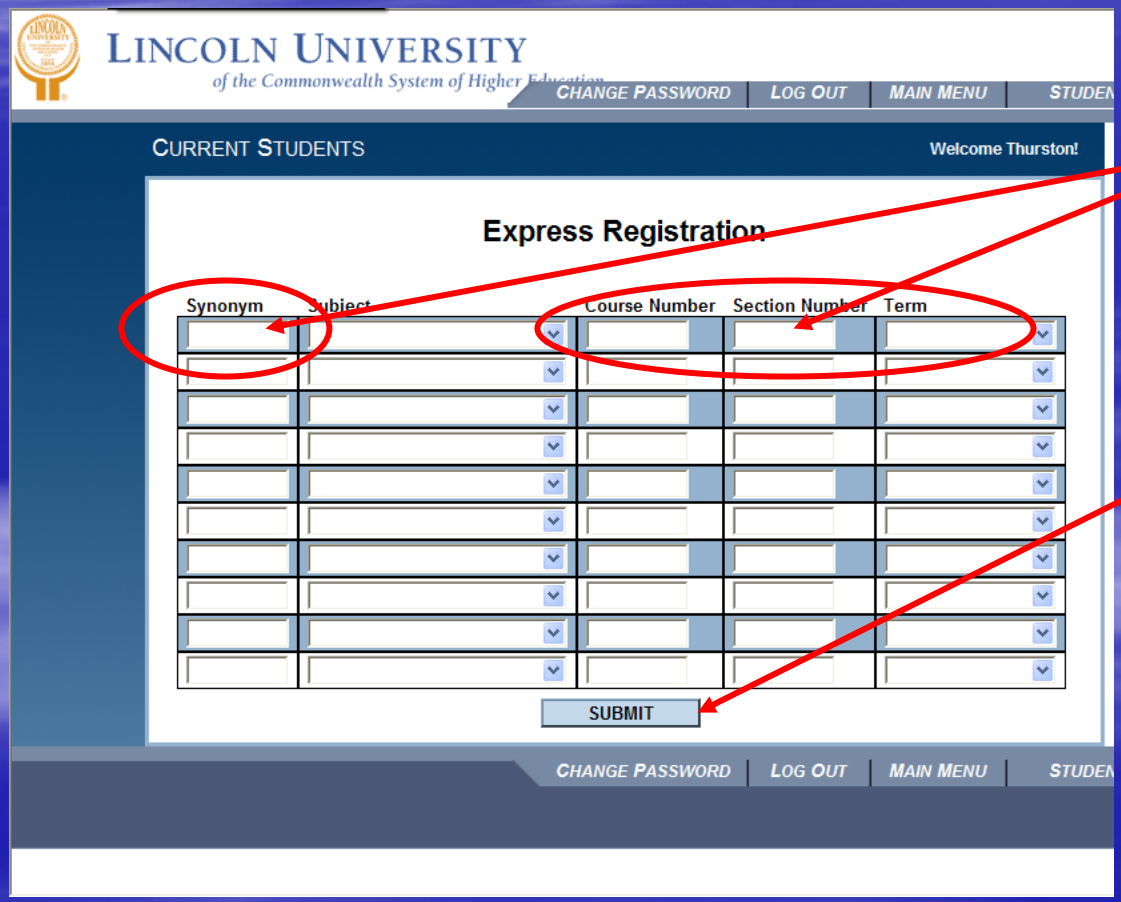


Search/Register for sections:

Select Term and Subject for each course you want to add

When your list is done, click Submit one time only

Registration: Step 3b

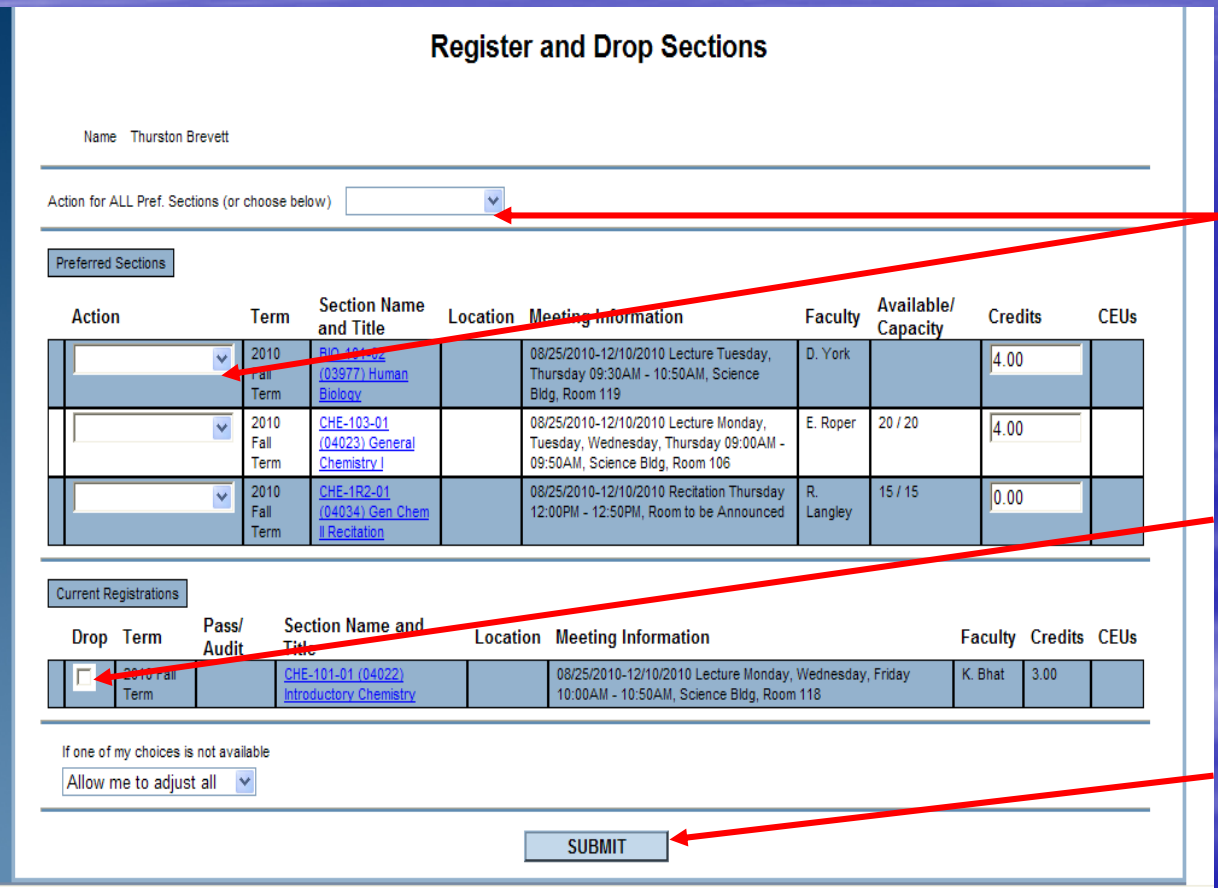


Express Registration:

- Enter Synonym / (Course Number, Section Number) and Term for each course you want to add
- When your list is done, click Submit one time only

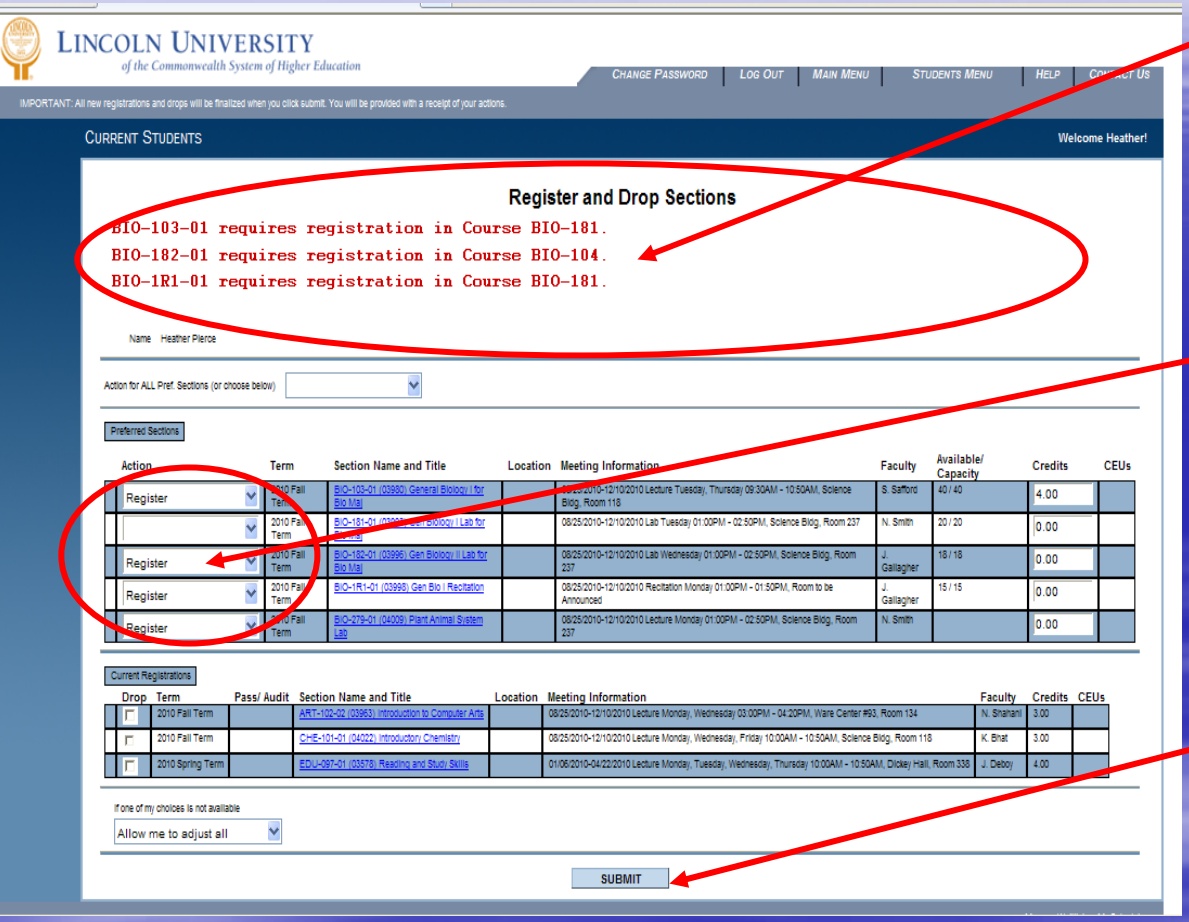
Click here to continue...

Registration: Step 4



- Preferred Sections -- this is your registration request area
- Indicate an Action for all sections or for individual sections in preferred sections list
- You can also DROP a class that you are currently enrolled in
- Be sure to Submit one time only when you are done

Click here to continue...



- WebAdvisor will indicate any problems with your registration request.
- Read each message carefully and respond with the appropriate ACTION for each class.
- Be sure to Submit when you are done (one time only)

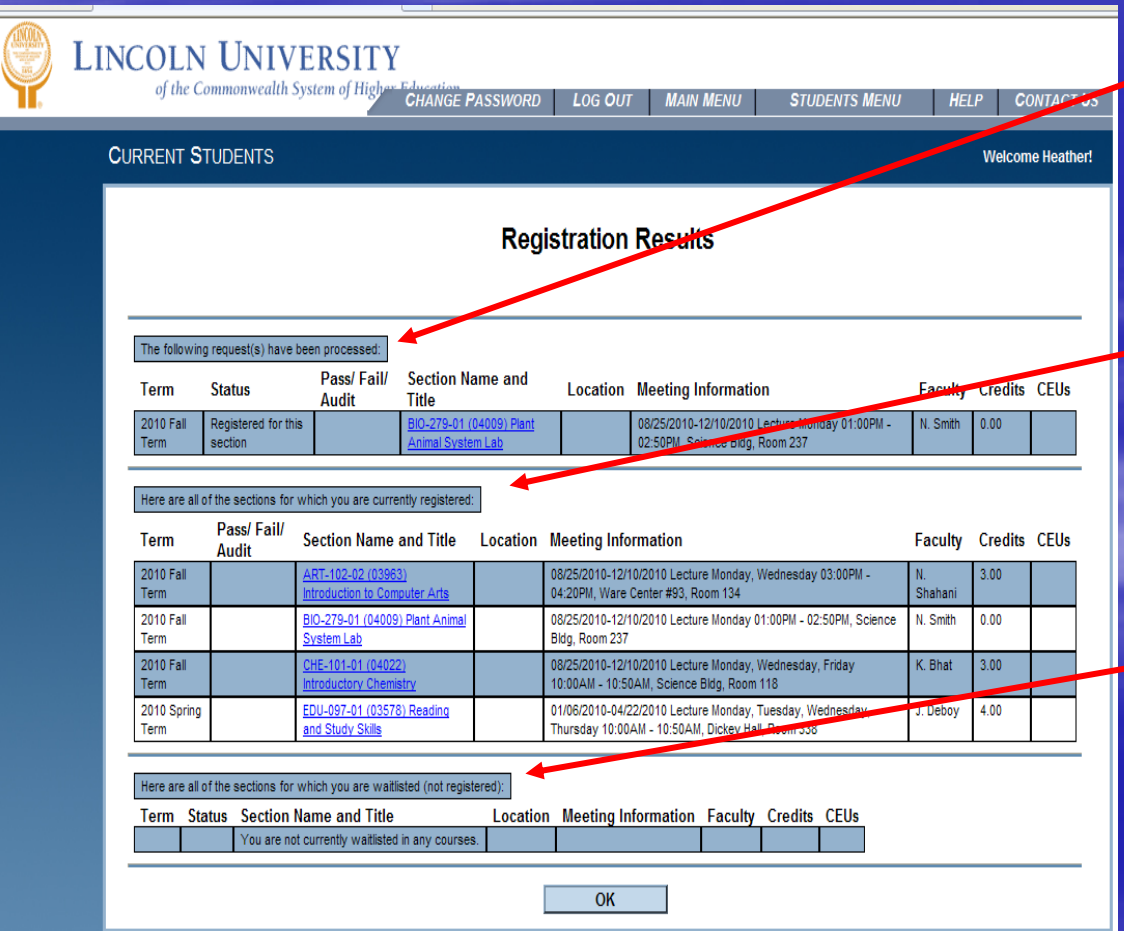
Click here to continue...

Registration: Step 5

Help

This is your receipt. You may want to print a copy for your records. Please note that there are three sections in this screen.

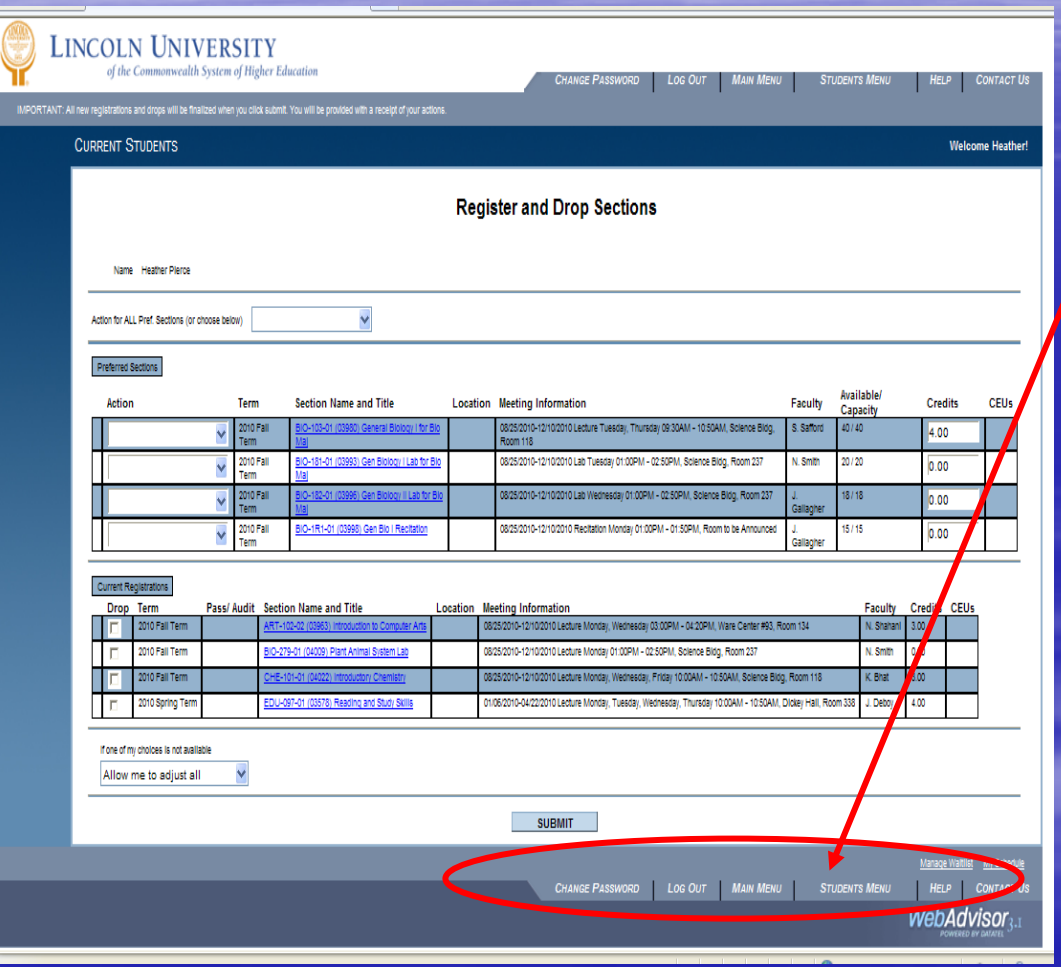
This is your receipt.



- The first part shows what just occurred
- The middle part lists all the classes you are currently registered for
- The last part lists all the waitlisted classes you are on

Click here to continue...

What's Next?



You decide where to go from here:

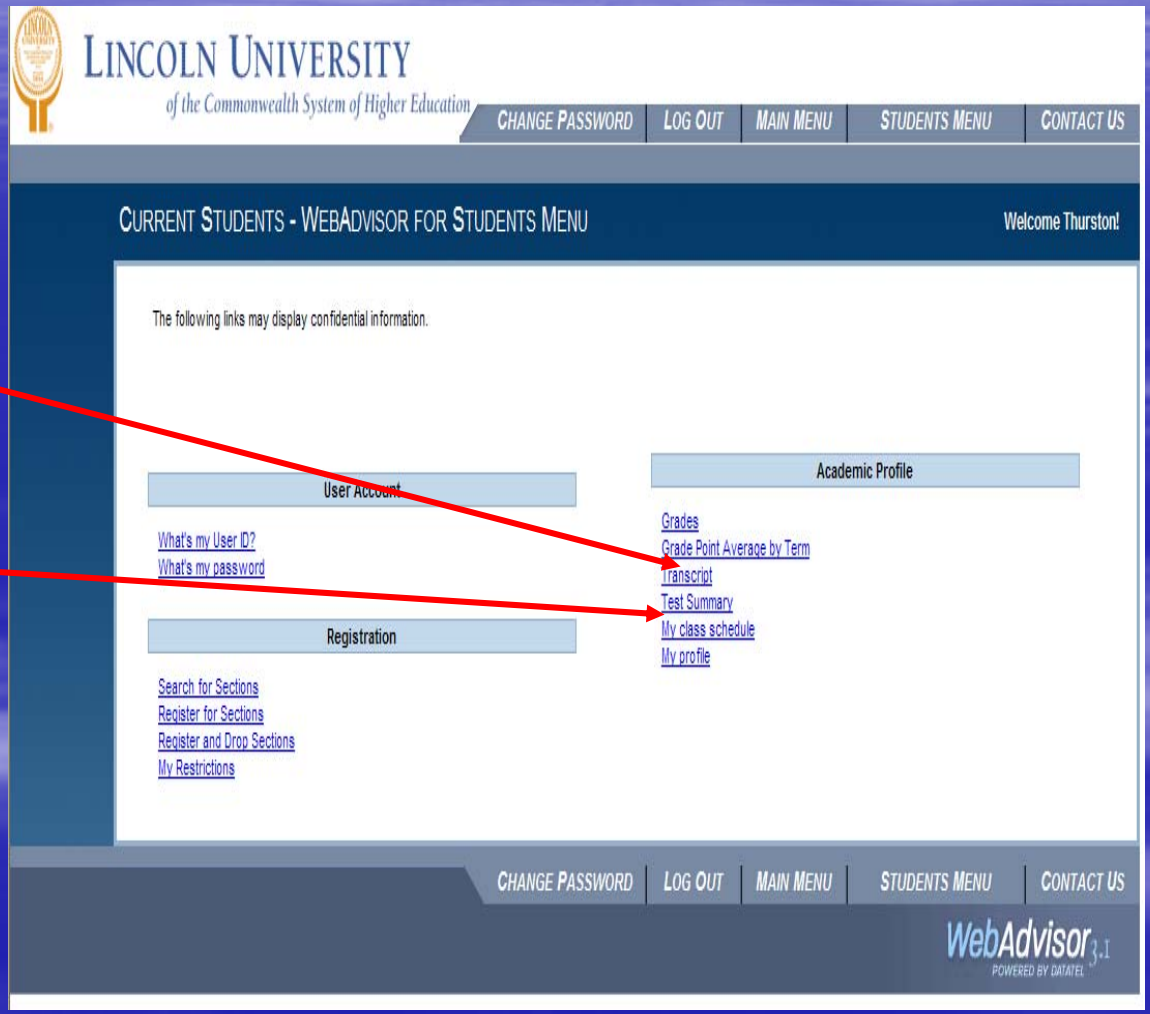
- Register for more classes
- Go to Manage My Waitlist
- Drop classes

Click here to continue...

View Other Information

From WebAdvisor Students Menu:

- Go to Transcript to see your earned courses and grades
- Go to My class schedule to see all your classes



Click here to continue...

We hope you find WebAdvisor a convenient and useful way to register for classes.

For assistance, call the I.T. Department help line at **(484) 365-8134**.

To exit this presentation, close your browser by clicking on the X box in upper right corner.

www.webadvisor.lincoln.edu