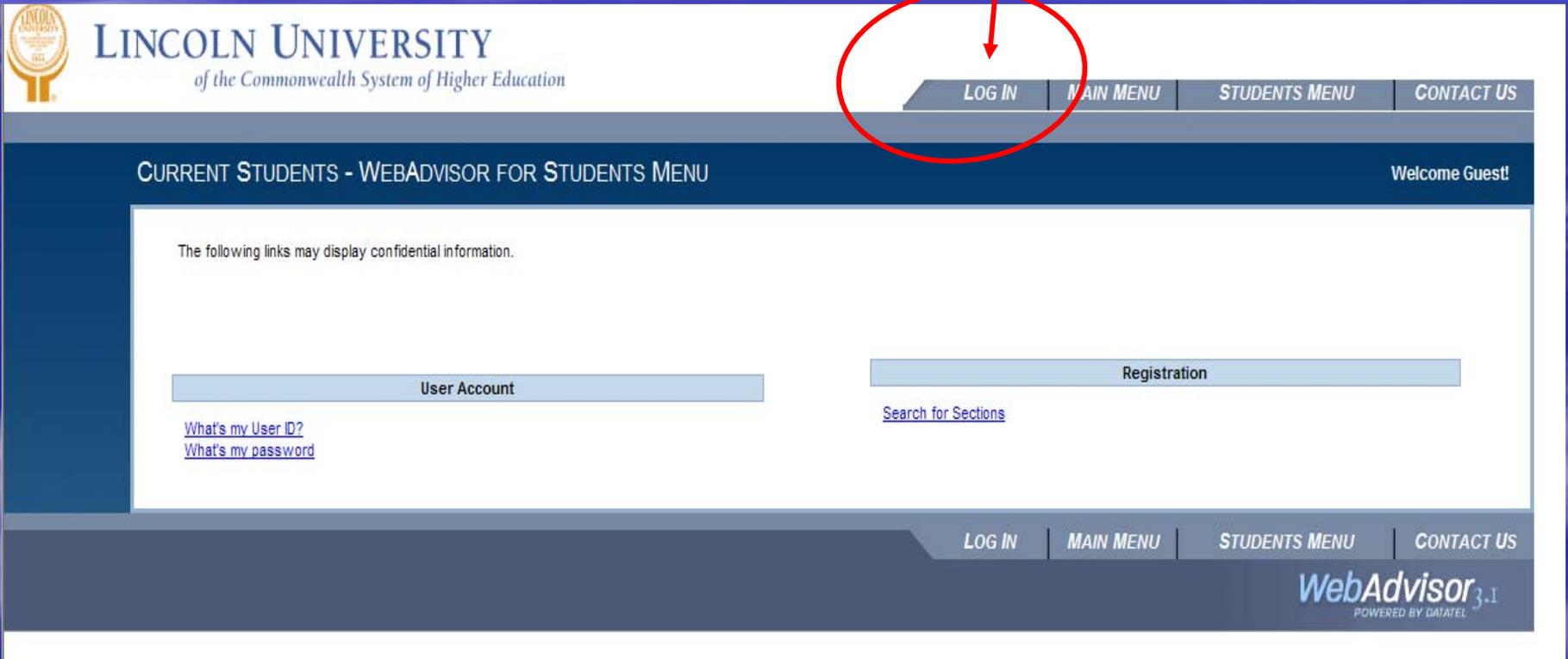


WebAdvisor

Step by Step
Registration Instructions



Login First



The screenshot shows the Lincoln University WebAdvisor interface. At the top left is the Lincoln University logo and the text "LINCOLN UNIVERSITY of the Commonwealth System of Higher Education". A navigation bar at the top right contains four buttons: "LOG IN", "MAIN MENU", "STUDENTS MENU", and "CONTACT US". The "LOG IN" button is circled in red, and a red arrow points from the text "Login First" above to it. Below the navigation bar is a dark blue header with the text "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU" on the left and "Welcome Guest!" on the right. The main content area is white and contains a warning: "The following links may display confidential information." Below this warning are two light blue buttons: "User Account" and "Registration". Under the "User Account" button are two links: "What's my User ID?" and "What's my password". Under the "Registration" button is a link: "Search for Sections". At the bottom of the page is a dark blue footer with the same navigation bar as the top right, and the "WebAdvisor 3.1" logo with "POWERED BY DATATEL" below it.

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 Registration

[What's my User ID?](#) [Search for Sections](#)
[What's my password](#)

LOG IN | MAIN MENU | STUDENTS MENU | CONTACT US

WebAdvisor 3.1
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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

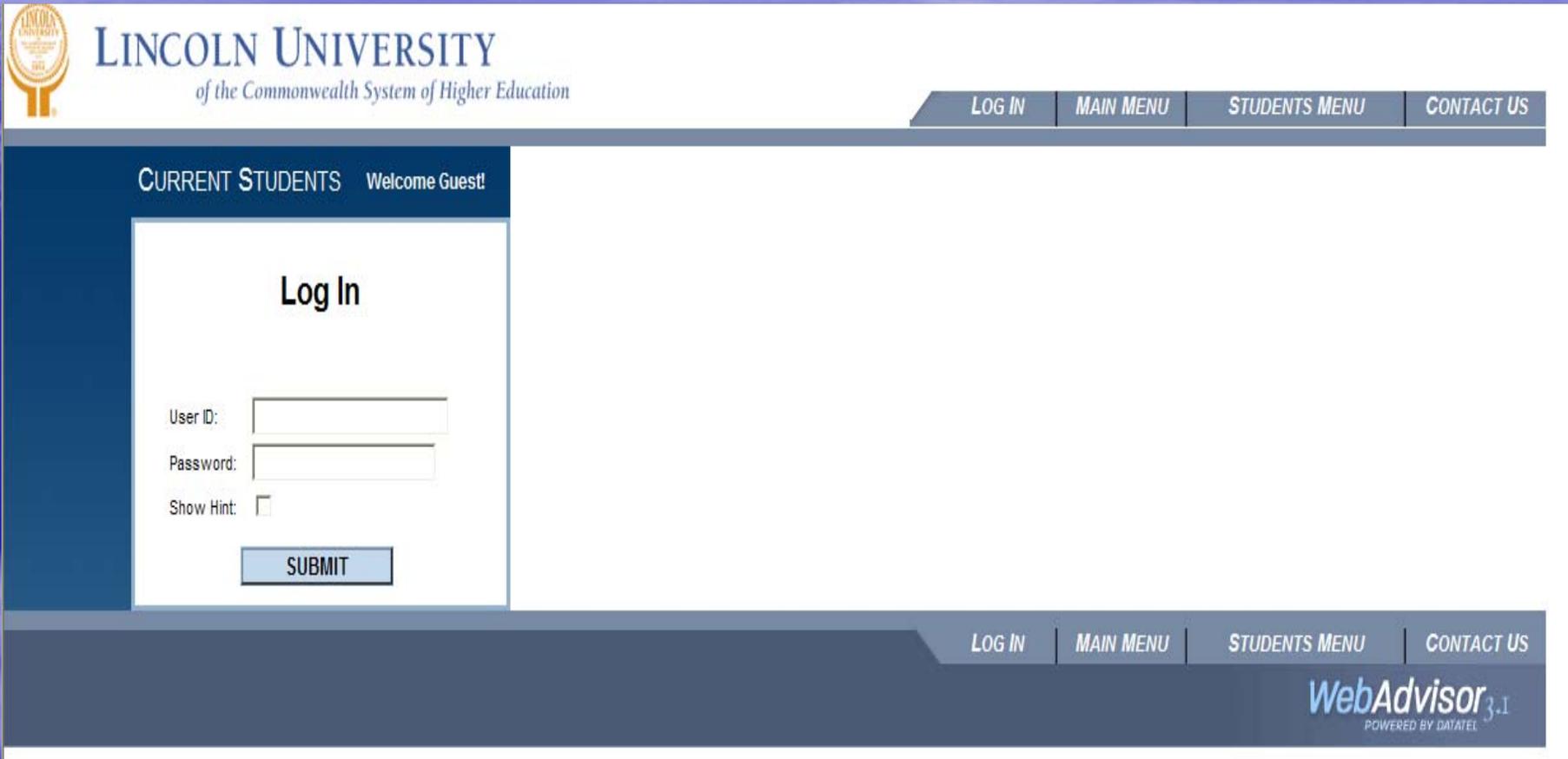
Password:

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



The screenshot shows the Lincoln University WebAdvisor login interface. At the top left is the Lincoln University logo and the text "LINCOLN UNIVERSITY of the Commonwealth System of Higher Education". To the right are navigation links: "LOG IN", "MAIN MENU", "STUDENTS MENU", and "CONTACT US". Below this is a dark blue header with "CURRENT STUDENTS" and "Welcome Guest!". The main content area features a "Log In" form with fields for "User ID:" and "Password:", a "Show Hint:" checkbox, and a "SUBMIT" button. At the bottom right, the "WebAdvisor 3.1" logo is displayed with "POWERED BY DATATEL" underneath.

LINCOLN UNIVERSITY
of the Commonwealth System of Higher Education

[LOG IN](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

CURRENT STUDENTS Welcome Guest!

Log In

User ID:

Password:

Show Hint:

SUBMIT

[LOG IN](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

WebAdvisor^{3.1}
POWERED BY DATATEL

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..

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

College ID

SUBMIT

- 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

LINCOLN UNIVERSITY
of the Commonwealth System of Higher Education

[CHANGE PASSWORD](#)

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

User Account

- [What's my User ID?](#)
- [What's my password](#)

Registration

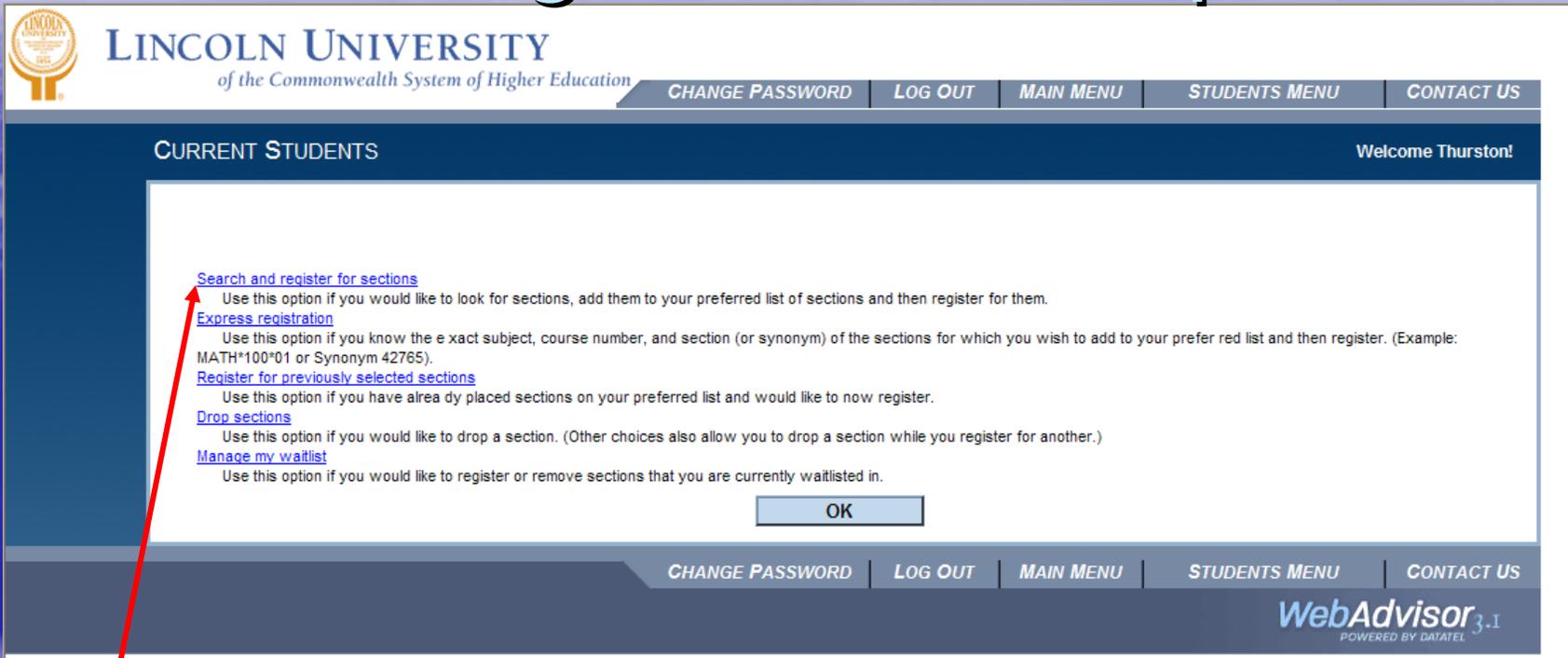
- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [My Restrictions](#)

[CHANGE PASSWORD](#)

- 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



LINCOLN UNIVERSITY
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[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

CURRENT STUDENTS Welcome Thurston!

[Search and register for sections](#)
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)
Use this option if you would like to register or remove sections that you are currently waitlisted in.

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

WebAdvisor_{3.1}
POWERED BY DATATEL

- 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

LINCOLN UNIVERSITY
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CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome Thurston!

Search/Register for Sections

Term: 2010 Fall Term

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
Chemistry	200 - Second Year		

Sections Meeting After: Sections Ending Before:

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s):

Location: Academic Level:

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

LINCOLN UNIVERSITY
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CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDEN

CURRENT STUDENTS | Welcome Thurston!

Express Registration

Synonym	Subject	Course Number	Section Number	Term

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDEN

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

Register and Drop Sections

Name Thurston Brevett

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	2010 Fall Term	BIO-103-02 (03977) Human Biology		08/25/2010-12/10/2010 Lecture Tuesday, Thursday 09:30AM - 10:50AM, Science Bldg, Room 119	D. York		4.00	
<input type="checkbox"/>	2010 Fall Term	CHE-103-01 (04023) General Chemistry I		08/25/2010-12/10/2010 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 09:50AM, Science Bldg, Room 106	E. Roper	20 / 20	4.00	
<input type="checkbox"/>	2010 Fall Term	CHE-1R2-01 (04034) Gen Chem II Recitation		08/25/2010-12/10/2010 Recitation Thursday 12:00PM - 12:50PM, Room to be Announced	R. Langley	15 / 15	0.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	2010 Fall Term		CHE-101-01 (04022) Introductory Chemistry		08/25/2010-12/10/2010 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Science Bldg, Room 118	K. Bhat	3.00	

If one of my choices is not available

Allow me to adjust all

SUBMIT

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...

 **LINCOLN UNIVERSITY**
of the Commonwealth System of Higher Education

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS Welcome Heather!

Register and Drop Sections

BIO-103-01 requires registration in Course BIO-181.
BIO-182-01 requires registration in Course BIO-104.
BIO-1R1-01 requires registration in Course BIO-181.

Name: Heather Pierce

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="button" value="Register"/>	2010 Fall Term	BIO-103-01 (03980) General Biology I for Bio 104		08/25/2010-12/10/2010 Lecture Tuesday, Thursday 09:30AM - 10:50AM, Science Bldg, Room 118	S. Safford	40 / 40	4.00	
<input type="button" value="Register"/>	2010 Fall Term	BIO-181-01 (03988) Gen Biology I Lab for Bio 104		08/25/2010-12/10/2010 Lab Tuesday 01:00PM - 02:50PM, Science Bldg, Room 237	N. Smith	20 / 20	0.00	
<input type="button" value="Register"/>	2010 Fall Term	BIO-182-01 (03986) Gen Biology II Lab for Bio 104		08/25/2010-12/10/2010 Lab Wednesday 01:00PM - 02:50PM, Science Bldg, Room 237	J. Gallagher	18 / 18	0.00	
<input type="button" value="Register"/>	2010 Fall Term	BIO-1R1-01 (03985) Gen Bio I Recitation		08/25/2010-12/10/2010 Recitation Monday 01:00PM - 01:50PM, Room to be Announced	J. Gallagher	15 / 15	0.00	
<input type="button" value="Register"/>	2010 Fall Term	BIO-279-01 (04009) Plant Animal System Lab		08/25/2010-12/10/2010 Lecture Monday 01:00PM - 02:50PM, Science Bldg, Room 237	N. Smith		0.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	2010 Fall Term		ART-102-02 (03963) Introduction to Computer Arts		08/25/2010-12/10/2010 Lecture Monday, Wednesday 03:00PM - 04:20PM, Ware Center #93, Room 134	N. Shihani	3.00	
<input type="checkbox"/>	2010 Fall Term		CHE-101-01 (04022) Introductory Chemistry		08/25/2010-12/10/2010 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Science Bldg, Room 118	K. Bhat	3.00	
<input type="checkbox"/>	2010 Spring Term		EDU-087-01 (03578) Reading and Study Skills		01/06/2010-04/22/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 10:50AM, Dickey Hall, Room 338	J. Deboy	4.00	

If one of my choices is not available
 Allow me to adjust all

- 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 when you are done (one time only)

Click here to continue...

Registration: Step 5

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

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...

LINCOLN UNIVERSITY
of the Commonwealth System of Higher Education

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome Heather!

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2010 Fall Term	Registered for this section		BIO-279-01 (04009) Plant Animal System Lab		08/25/2010-12/10/2010 Lecture Monday 01:00PM - 02:50PM, Science Bldg, Room 237	N. Smith	0.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2010 Fall Term		ART-102-02 (03963) Introduction to Computer Arts		08/25/2010-12/10/2010 Lecture Monday, Wednesday 03:00PM - 04:20PM, Ware Center #93, Room 134	N. Shahani	3.00	
2010 Fall Term		BIO-279-01 (04009) Plant Animal System Lab		08/25/2010-12/10/2010 Lecture Monday 01:00PM - 02:50PM, Science Bldg, Room 237	N. Smith	0.00	
2010 Fall Term		CHE-101-01 (04022) Introductory Chemistry		08/25/2010-12/10/2010 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Science Bldg, Room 118	K. Bhat	3.00	
2010 Spring Term		EDU-097-01 (03578) Reading and Study Skills		01/06/2010-04/22/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 10:50AM, Dickey Hall, Room 338	J. Deboy	4.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

What's Next?

You decide where to go from here:

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

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CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

WELCOME HEATHER

Register and Drop Sections

Name: Heather Pierce

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	2010 Fall Term	BIO-105-01 (03980) General Biology I for Bio Maj		08/25/2010-12/10/2010 Lecture Tuesday, Thursday 08:30AM - 10:50AM, Science Bldg, Room 118	S. Sanford	40 / 40	4.00	
<input type="checkbox"/>	2010 Fall Term	BIO-181-01 (03983) Gen Biology I Lab for Bio Maj		08/25/2010-12/10/2010 Lab Tuesday 01:00PM - 02:50PM, Science Bldg, Room 237	N. Smith	20 / 20	0.00	
<input type="checkbox"/>	2010 Fall Term	BIO-182-01 (03986) Gen Biology I Lab for Bio Maj		08/25/2010-12/10/2010 Lab Wednesday 01:00PM - 02:50PM, Science Bldg, Room 237	J. Gallagher	15 / 15	0.00	
<input type="checkbox"/>	2010 Fall Term	BIO-1R1-01 (03988) Gen Bio I Recitation		08/25/2010-12/10/2010 Recitation Monday 01:00PM - 01:50PM, Room to be Announced	J. Gallagher	15 / 15	0.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credit	CEUs
<input type="checkbox"/>	2010 Fall Term		ART-102-02 (03863) Introduction to Computer Arts		08/25/2010-12/10/2010 Lecture Monday, Wednesday 03:00PM - 04:20PM, Ware Center #63, Room 134	N. Sharani	3.00	
<input type="checkbox"/>	2010 Fall Term		BIO-279-01 (04039) Plant Animal System Lab		08/25/2010-12/10/2010 Lecture Monday 01:00PM - 02:50PM, Science Bldg, Room 237	N. Smith	0.00	
<input type="checkbox"/>	2010 Fall Term		CHE-102-01 (04022) Introduction Chemistry		08/25/2010-12/10/2010 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Science Bldg, Room 118	K. Bhat	3.00	
<input type="checkbox"/>	2010 Spring Term		EDU-267-01 (03678) Reading and Study Skills		01/06/2010-04/22/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 10:50AM, Dickey Hall, Room 338	J. Debono	4.00	

If one of my choices is not available
Allow me to adjust all

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | **STUDENTS MENU** | HELP | CONTACT US

Manage Waitlist

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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

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CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU CONTACT US

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Thurston!

The following links may display confidential information.

User Account

Academic Profile

What's my User ID?
What's my password

Grades
Grade Point Average by Term
Transcript
Test Summary
My class schedule
My profile

Registration

Search for Sections
Register for Sections
Register and Drop Sections
My Restrictions

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU CONTACT US

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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