



# Roster Verification Instructions for Web Advisor

In order to meet *federal financial aid requirements*, Lincoln University must verify student enrollment in all classes. This verification takes place after the second week of classes.

Student Enrollment Verification will now be submitted through Web Advisor.

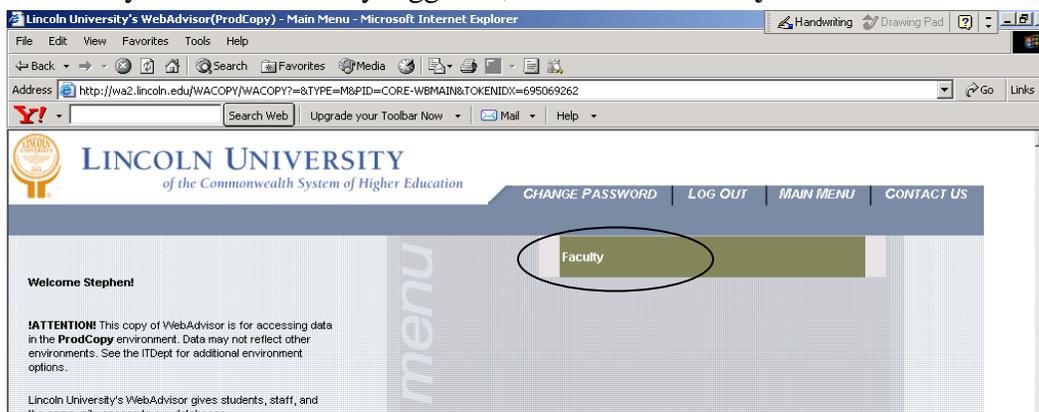
**For each class that you teach, please identify and withdraw ONLY THOSE STUDENTS WHO HAVE NEVER ATTENDED CLASS.**

**If you have a student that is attending and not on the roster and you want to add them, please send an email to [registrar@lincoln.edu](mailto:registrar@lincoln.edu) with the course and section number along with the name and student id of the student to add.**

Once you have completed your verification, notify your Department Assistant.

## 1. Web Advisor Instructions

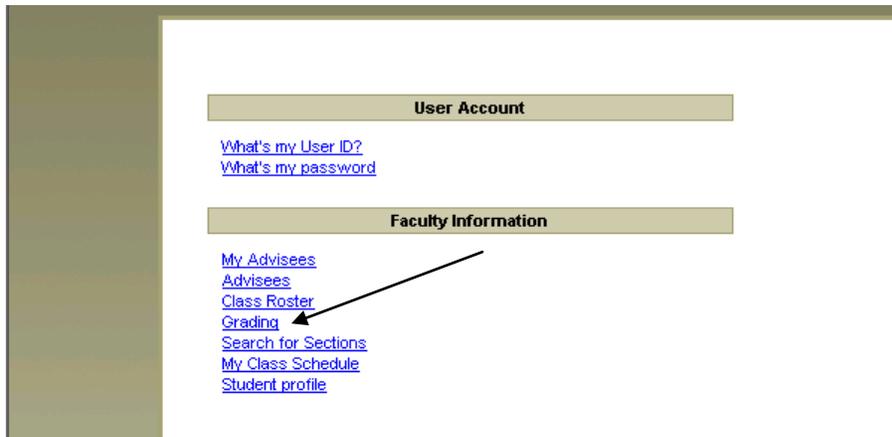
- 1.1. Go to [www.lincoln.edu](http://www.lincoln.edu) and click on the [WebAdvisor](#) link on the Lincoln website.
- 1.2. Click on the **Log in** Tab.
- 1.3. Enter your User Id (Ex. firstname.lastname) – all lower case.
- 1.4. Enter Your Password.
  - 1.4.1. **NOTE: If you have never logged in** the default password is your birth date in the following format: **mmddy**. You will then be prompted to change your password. Your password must be between 6 and 9 characters with at least 1 number (no special characters allowed).
  - 1.4.2. **NOTE: If you need to reset your password**, click on the “What’s My Password” link on the bottom right corner of the welcome screen. Follow instructions to reset your password.
  - 1.4.3. Retrieve your temporary password from your email and proceed.
  - 1.4.4. Only contact IT at ext. 8134 if you are still experiencing trouble logging in.
- 1.5. Click on **Submit**.
- 1.6. Once you are successfully logged in, click on the **Faculty** menu.





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1.7. Click on Grading.



1.8. On the next screen select the **Term** (do not use dates).



1.9. Click **Submit**.



## Roster Verification Instructions for Web Advisor

- 1.10. Next to Final or Midterm/Intermediate Grading, select **Midterm/Intermediate Grading**.
- 1.11. Click the **radio button** next to the course to verify attendance.

FACULTY

**Grading**

Final or Midterm/Intermediate Grading Midterm/Intermediate ▼

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Me
<input checked="" type="radio"/>	ART-200-02 Intro to Art	08/27/14	12/13/14	WARE	138	09:3

**SUBMIT**

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

- 1.12. Click **Submit**.
- 1.13. Enter attendance information below in the **1<sup>st</sup> Midterm Grade** column.
- 1.14. Enter "P" for any student that has attended at least once.
- 1.15. **Click NEVER ATTENDED for any student that has never attended.**
- 1.16. Click the **Print** icon on your browser to print the roster for your records or for submission to the department assistant.
- 1.17. Click on **Submit** and the Roster Verification is complete for that section is complete.
- 1.18. To verify the next section click on the Faculty Menu (top right).
- 1.19. Click on **Grading** again and repeat the process.

**PLEASE NOTE:** If a student is attending your class and is NOT listed on the class roster, please send them to the Office of the Registrar immediately. Students are not allowed to attend courses for which they are not officially enrolled.