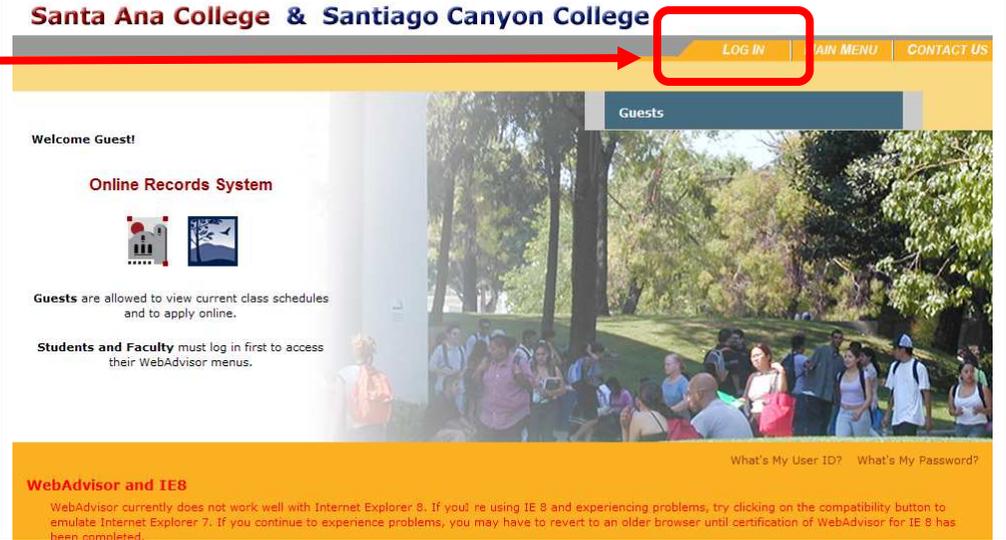
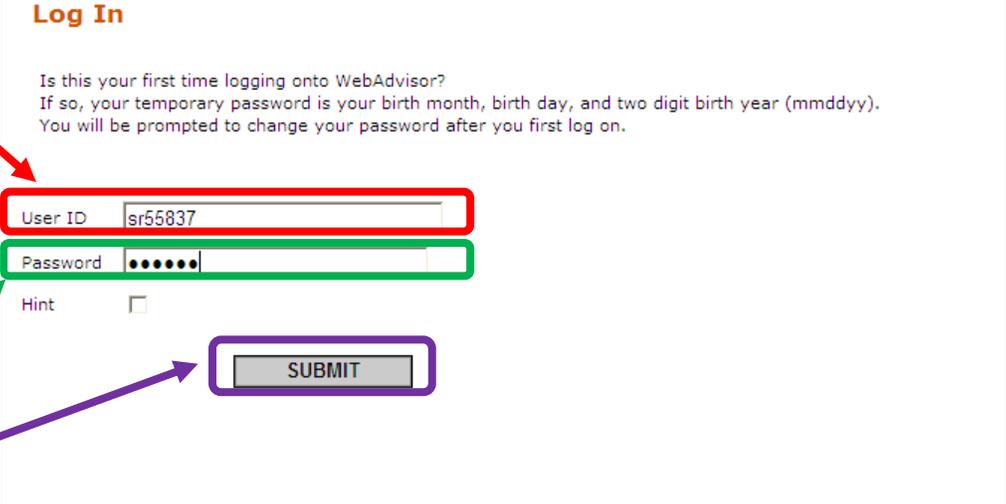


Student WebAdvisor Training Manual

Contents

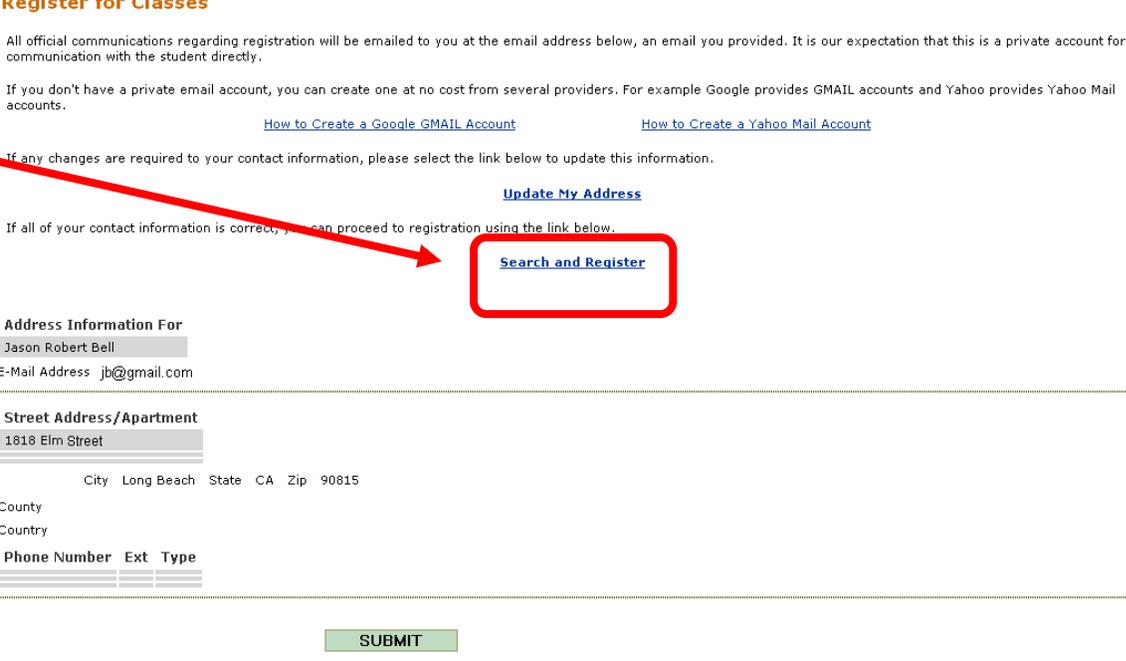
- **Logging into WebAdvisor.....2**
- **Registering for a Class Section.....4**
- **Paying on My Account9**
- **Dropping a Class Section.....12**

Logging into WebAdvisor

STEPS	SCREENSHOT
<p>1. Click the Log In button.</p> <p>LOG IN</p>	 <p>Santa Ana College & Santiago Canyon College</p> <p>LOG IN MAIN MENU CONTACT US</p> <p>Welcome Guest!</p> <p>Online Records System</p> <p>Guests are allowed to view current class schedules and to apply online.</p> <p>Students and Faculty must log in first to access their WebAdvisor menus.</p> <p>WebAdvisor and IE8</p> <p>What's My User ID? What's My Password?</p>
<p>2. To log in:</p> <p>A. Enter your WebAdvisor ID (as emailed to you) in the User ID field. Example: sr55837</p> <p>B. Enter your birth date as MMDDYY in Password field. Example: 010174</p> <p>C. Click the SUBMIT button.</p>	 <p>Log In</p> <p>Is this your first time logging onto WebAdvisor? If so, your temporary password is your birth month, birth day, and two digit birth year (mmddyy). You will be prompted to change your password after you first log on.</p> <p>User ID <input type="text" value="sr55837"/></p> <p>Password <input type="password" value="010174"/></p> <p>Hint <input type="checkbox"/></p> <p>SUBMIT</p>

STEPS	SCREENSHOT
<p>3. You will be prompted to change your password:</p> <p>A. Enter your WebAdvisor ID in the User ID field.</p> <p>B. Enter your birth date in the Old Password field.</p> <p>C. Create a new password in the New Password field. It must be 6 to 9 characters and must contain one number.</p> <p>D. Re-enter you new password in the Confirm Password field.</p> <p>E. Enter a password hint in the Hint field.</p> <p>F. Click the SUBMIT button.</p>	
<p>4. Once you have logged in you will be taken to back to the WebAdvisor home page. Click on the Students button to access the student menu.</p>	
<p>10. Student menu links can now be accessed.</p>	

Registering for a Class Section

STEPS	SCREENSHOT
<p>1. In the Student Menu, click the Register for Classes link.</p>	 <p>The screenshot shows a navigation menu with two main sections: 'Registration' and 'Academic Profile'. Under 'Registration', there are links for 'Search for Sections', 'Register for Classes' (highlighted with a red box), 'Registration Worksheet', 'Manage My Waitlist', and 'View Your Registration Appt'. Under 'Academic Profile', there are links for 'Grades', 'My class schedule', and 'My profile'.</p>
<p>2. After reading the notice, click the Search and Register link.</p>	 <p>The screenshot shows the 'Register for Classes' page. It includes a title 'Register for Classes', a notice about email communications, instructions on creating an email account, and a link to 'Update My Address'. A 'Search and Register' link is highlighted with a red box and an arrow from the steps column. Below this is a form for address information, including fields for name, email, street address, city, state, zip, county, and phone number. A 'SUBMIT' button is at the bottom.</p>

STEPS

3. Search for your class in the Search for Sections screen by:

A. selecting the Term, Location, Class Subject, and Course Number you would like to search for.

B. clicking the SUBMIT button.

NOTE:

- The Term and Location fields are required.
- You can use any other fields on the page to supplement your search.
- You may select additional subjects, courses, or sections in the field lines provided.
- The fastest search method is to enter the section number from the schedule in the Section field as follows:

Section

20788

SCREENSHOT

Term* 2011SP - Spring 2011

Location* SCC - Santiago Canyon College

Subject

BUS - Business

Course Number

121

Section

Starting On/After Date

Ending By Date

Sections Meeting After

Sections Ending Before

Mon

Tue

Wed

Thu

Fri

Sat

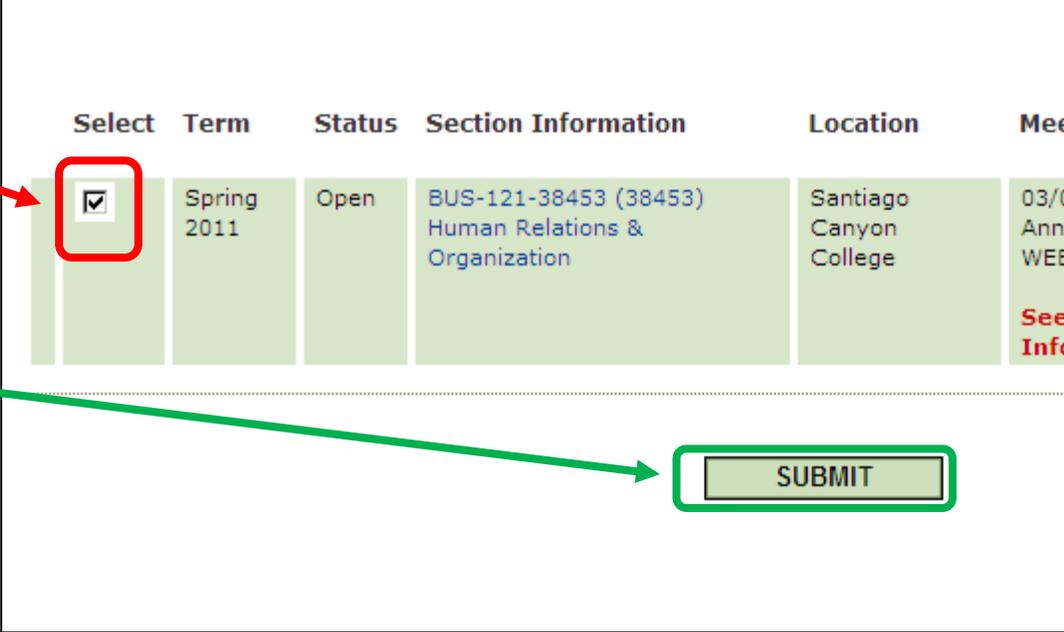
Sunday

Course Title Keyword(s)

Instructor's Last Name

Show only Open Classes?

SUBMIT

STEPS	SCREENSHOT												
<p>4. Select a class from the Results screen by:</p> <p>A. clicking the check box in the Select column next to the class you would like to place in your Registration Shopping Cart.</p> <p>B. clicking the SUBMIT button.</p>	 <table border="1"><thead><tr><th>Select</th><th>Term</th><th>Status</th><th>Section Information</th><th>Location</th><th>Meeting</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Spring 2011</td><td>Open</td><td>BUS-121-38453 (38453) Human Relations & Organization</td><td>Santiago Canyon College</td><td>03/0 Ann WEE See Info</td></tr></tbody></table> <p style="text-align: right;">SUBMIT</p>	Select	Term	Status	Section Information	Location	Meeting	<input checked="" type="checkbox"/>	Spring 2011	Open	BUS-121-38453 (38453) Human Relations & Organization	Santiago Canyon College	03/0 Ann WEE See Info
Select	Term	Status	Section Information	Location	Meeting								
<input checked="" type="checkbox"/>	Spring 2011	Open	BUS-121-38453 (38453) Human Relations & Organization	Santiago Canyon College	03/0 Ann WEE See Info								

STEPS

SCREENSHOT

5. In your Registration Shopping Cart, the Preferred Sections area will display the class section(s) you have placed in the Shopping Cart. Register for a class by:

- A. selecting REGISTER from the Action drop-down menu.
- B. clicking the SUBMIT button.

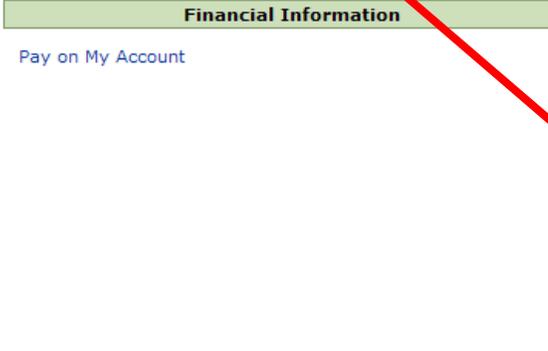
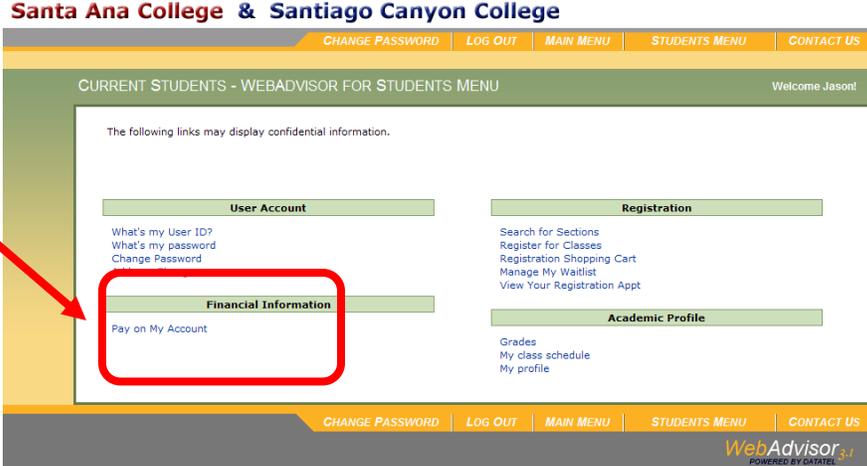
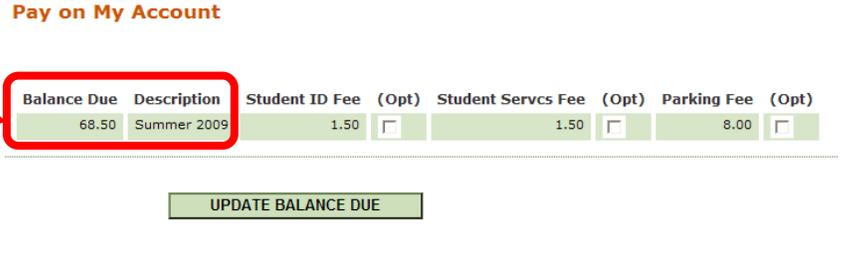
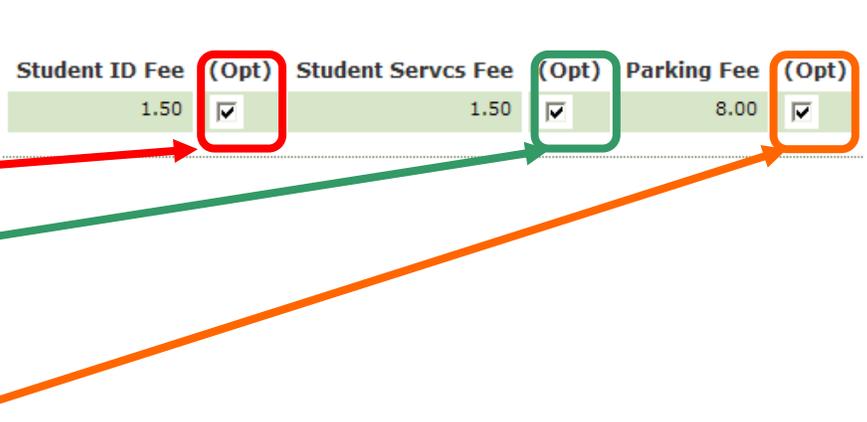
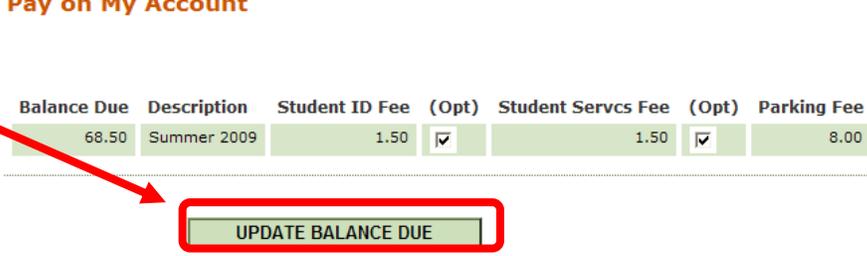
NOTE:

- You can optionally search for more class sections to add to your Registration Shopping Cart and then perform a Register action on all of them at once.
- You can return to your Registration Shopping Cart at any time from the student menu.
- The class sections you have already registered in will display under the Current Registrations area.

The screenshot displays a registration interface. At the top, there is a section titled "Preferred Sections" which contains a table with the following columns: "Action", "Term", "Section Information", "Location", and "Me". A red box highlights the "Action" column, which contains a dropdown menu with "RG - Register" selected. A red arrow points from the text "selecting REGISTER from the Action drop-down menu" to this dropdown. Below this is a section titled "Current Registrations" with columns "Drop", "Term", "Pass/ Audit", and "Section Information". A message states "You are not currently registered for any sections." Below that, there is a text prompt "If one of my choices is not available" and a dropdown menu with "ALL Allow me to adjust all" selected. A green arrow points from the text "clicking the SUBMIT button" to a green-bordered "SUBMIT" button at the bottom right of the interface.

STEPS	SCREENSHOT																										
<p>6. The Registration Results screen will display the status of your registration transaction.</p> <p>A. Your current registration transaction status will be displayed here.</p> <p>B. All your registered class sections will be displayed here.</p> <p>C. Click the OK button to return to the student menu.</p> <p>NOTE:</p> <ul style="list-style-type: none"> You can start the registration process all over again from the student menu. You can return to your Registration Shopping Cart at any time from the Student menu. You can access your full class schedule by clicking the My class schedule link in the Student menu. 	<p>The following request(s) have been processed:</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Status</th> <th>Section Information</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Spring 2011</td> <td>Registered for this section</td> <td>BUS-121-38453 (38453) Human Relations & Organization</td> <td>Santiago Canyon College</td> </tr> </tbody> </table> <p>Here are all of the sections for which you are currently registered:</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Pass/Fail</th> <th>Section Information</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Spring 2011</td> <td></td> <td>BUS-121-38453 (38453) Human Relations & Organization</td> <td>Santiago Canyon College</td> </tr> </tbody> </table> <p>Here are all of the sections for which you are waitlisted (not registered):</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Status</th> <th>Section Information</th> <th>Location</th> <th>Meets</th> </tr> </thead> <tbody> <tr> <td>Spring 2011</td> <td>Active</td> <td>ESSM-101-42444 (42444) Introduction to Sports Medicin</td> <td>Santa Ana College</td> <td>01/209:20</td> </tr> </tbody> </table> <p>OK</p>	Term	Status	Section Information	Location	Spring 2011	Registered for this section	BUS-121-38453 (38453) Human Relations & Organization	Santiago Canyon College	Term	Pass/Fail	Section Information	Location	Spring 2011		BUS-121-38453 (38453) Human Relations & Organization	Santiago Canyon College	Term	Status	Section Information	Location	Meets	Spring 2011	Active	ESSM-101-42444 (42444) Introduction to Sports Medicin	Santa Ana College	01/209:20
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Paying on My Account

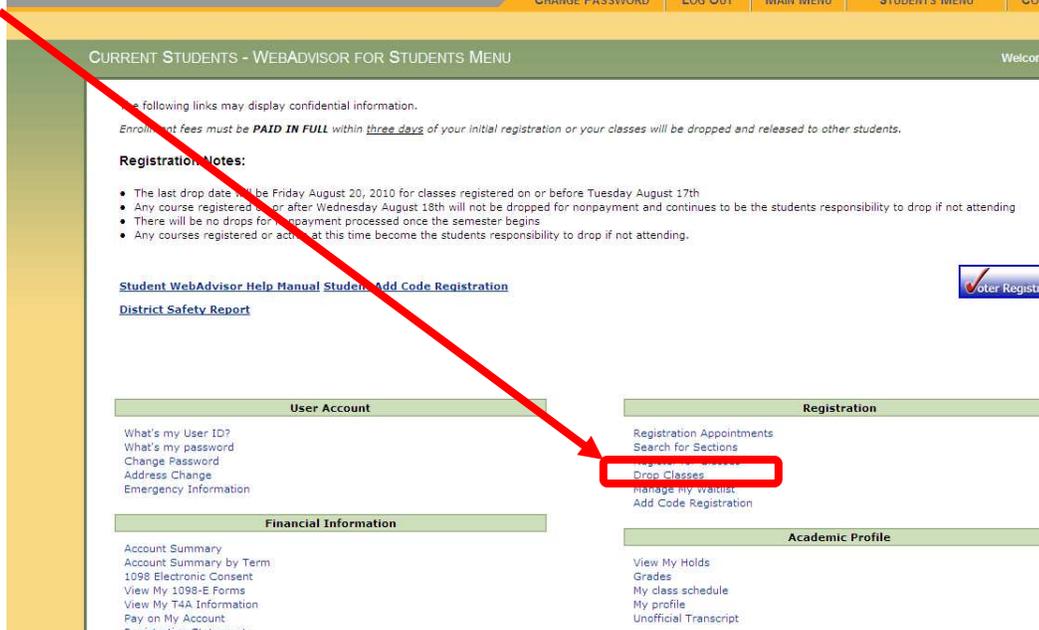
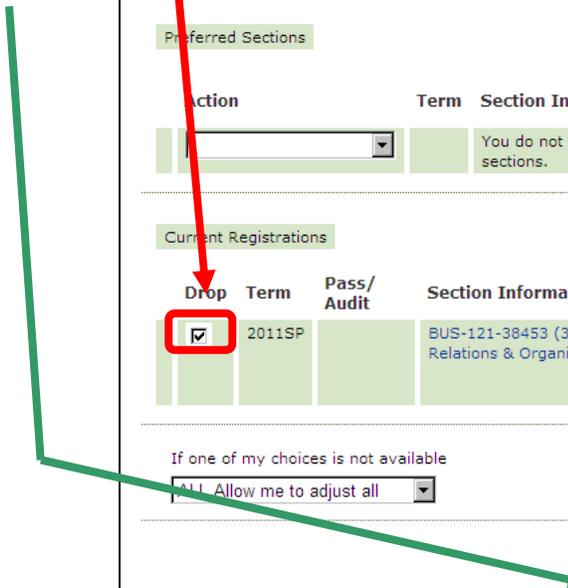
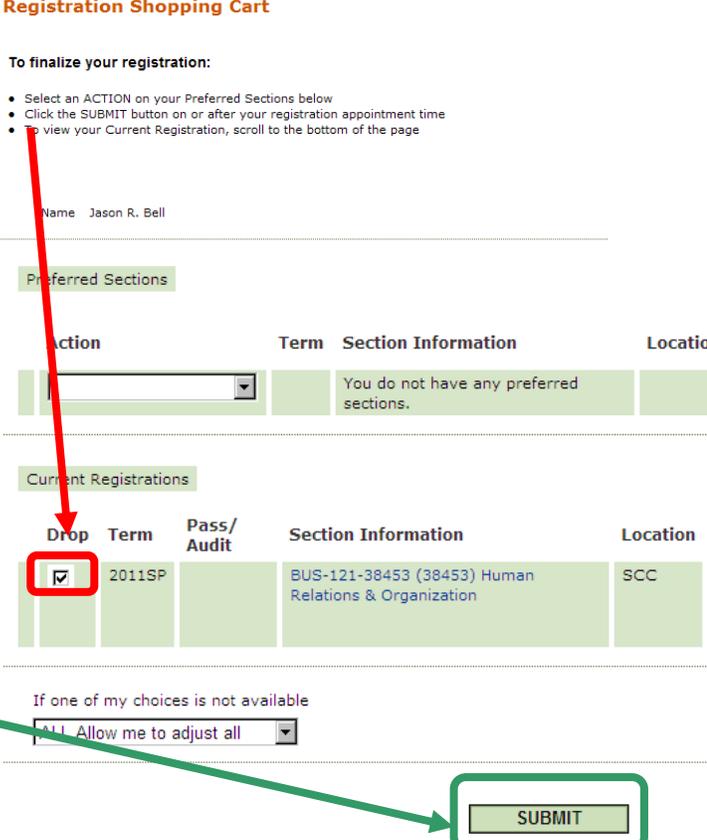
STEPS	SCREENSHOT										
<p>1. Click on the Pay on My Account link in the Student menu.</p> 											
<p>2. The Pay on My Account page will display your Balance Due for the listed term will be displayed here.</p> <p>NOTE: The Pay on My Account page will show Balance Due amounts for multiple terms. Be sure you are looking at the correct term.</p>	 <table border="1"> <thead> <tr> <th>Balance Due</th> <th>Description</th> <th>Student ID Fee (Opt)</th> <th>Student Servcs Fee (Opt)</th> <th>Parking Fee (Opt)</th> </tr> </thead> <tbody> <tr> <td>68.50</td> <td>Summer 2009</td> <td>1.50 <input type="checkbox"/></td> <td>1.50 <input type="checkbox"/></td> <td>8.00 <input type="checkbox"/></td> </tr> </tbody> </table>	Balance Due	Description	Student ID Fee (Opt)	Student Servcs Fee (Opt)	Parking Fee (Opt)	68.50	Summer 2009	1.50 <input type="checkbox"/>	1.50 <input type="checkbox"/>	8.00 <input type="checkbox"/>
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68.50	Summer 2009	1.50 <input type="checkbox"/>	1.50 <input type="checkbox"/>	8.00 <input type="checkbox"/>							
<p>3. Optional fees can be added to your Balance Due by clicking on the appropriate check box.</p> <p>A. To select Student ID Fee, click check box next to Student ID Fee.</p> <p>B. To select Student Services Fee, click check box next to Student Servcs Fee.</p> <p>C. To select Parking Fee, click check box next to Parking Fee.</p>	 <table border="1"> <thead> <tr> <th>Student ID Fee (Opt)</th> <th>Student Servcs Fee (Opt)</th> <th>Parking Fee (Opt)</th> </tr> </thead> <tbody> <tr> <td>1.50 <input checked="" type="checkbox"/></td> <td>1.50 <input checked="" type="checkbox"/></td> <td>8.00 <input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Student ID Fee (Opt)	Student Servcs Fee (Opt)	Parking Fee (Opt)	1.50 <input checked="" type="checkbox"/>	1.50 <input checked="" type="checkbox"/>	8.00 <input checked="" type="checkbox"/>				
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<p>4. Click the Update Balance Due button to pay on your account.</p>	 <table border="1"> <thead> <tr> <th>Balance Due</th> <th>Description</th> <th>Student ID Fee (Opt)</th> <th>Student Servcs Fee (Opt)</th> <th>Parking Fee</th> </tr> </thead> <tbody> <tr> <td>68.50</td> <td>Summer 2009</td> <td>1.50 <input checked="" type="checkbox"/></td> <td>1.50 <input checked="" type="checkbox"/></td> <td>8.00</td> </tr> </tbody> </table>	Balance Due	Description	Student ID Fee (Opt)	Student Servcs Fee (Opt)	Parking Fee	68.50	Summer 2009	1.50 <input checked="" type="checkbox"/>	1.50 <input checked="" type="checkbox"/>	8.00
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68.50	Summer 2009	1.50 <input checked="" type="checkbox"/>	1.50 <input checked="" type="checkbox"/>	8.00							

STEPS	SCREENSHOT												
<p>5. The Pay on My Account page will be refreshed to update the Balance Due if any optional charges were selected.</p> <p>In the example to the right, the optional charges were added to the previous Balance Due amount (\$68.50 + \$11 = \$79.50)</p>	<p>Pay on My Account- Enter Payment</p> <p>* = Required</p> <table border="1"> <thead> <tr> <th>Payment Amount</th> <th>Balance Due</th> <th>Description</th> <th>Student ID Fee</th> <th>Student Servcs Fee</th> <th>Parking Fee</th> </tr> </thead> <tbody> <tr> <td></td> <td>79.50</td> <td>Summer 2009</td> <td>1.50</td> <td>1.50</td> <td>8.00</td> </tr> </tbody> </table> <p>Total Amount Due 79.50</p> <p>Payment Type* <input type="text" value="Visa"/></p> <p>SUBMIT</p>	Payment Amount	Balance Due	Description	Student ID Fee	Student Servcs Fee	Parking Fee		79.50	Summer 2009	1.50	1.50	8.00
Payment Amount	Balance Due	Description	Student ID Fee	Student Servcs Fee	Parking Fee								
	79.50	Summer 2009	1.50	1.50	8.00								
<p>6. Enter the full Balance Due amount to be paid the in the Payment Amount field.</p> <p>In the example to the right, the full amount of \$79.50 needs to be entered.</p> <p>NOTE: The Pay on My Account page will show Balance Due amounts for multiple terms. Be sure you are paying in full for the appropriate term.</p>	<p>Pay on My Account- Enter Payment</p> <p>* = Required</p> <table border="1"> <thead> <tr> <th>Payment Amount</th> <th>Balance Due</th> <th>Description</th> <th>Student ID Fee</th> <th>Student Servcs Fee</th> <th>Parking Fee</th> </tr> </thead> <tbody> <tr> <td>79.50</td> <td>79.50</td> <td>Summer 2009</td> <td>1.50</td> <td>1.50</td> <td>8.00</td> </tr> </tbody> </table> <p>Total Amount Due 79.50</p> <p>Payment Type* <input type="text"/></p> <p>SUBMIT</p>	Payment Amount	Balance Due	Description	Student ID Fee	Student Servcs Fee	Parking Fee	79.50	79.50	Summer 2009	1.50	1.50	8.00
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79.50	79.50	Summer 2009	1.50	1.50	8.00								
<p>7. Select the Credit Card payment type.</p> <p>NOTE: The Credit Card payment options available are:</p> <ul style="list-style-type: none"> • Visa • Mastercard • Discover 	<table border="1"> <thead> <tr> <th>Payment Amount</th> <th>Balance Due</th> <th>Desc</th> </tr> </thead> <tbody> <tr> <td>79.50</td> <td>79.50</td> <td>Sumr</td> </tr> </tbody> </table> <p>Total Amount Due 79.50</p> <p>Payment Type* <input type="text" value="Visa"/></p> <p>SUBMIT</p>	Payment Amount	Balance Due	Desc	79.50	79.50	Sumr						
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STEPS	SCREENSHOT												
<p>8. Click the Submit button to pay.</p>	<p>Pay on My Account- Enter Payment</p> <p>* = Required</p> <table border="1"> <thead> <tr> <th>Payment Amount</th> <th>Balance Due</th> <th>Description</th> <th>Student ID Fee</th> <th>Student Servcs Fee</th> <th>Parking Fee</th> </tr> </thead> <tbody> <tr> <td>79.50</td> <td>79.50</td> <td>Summer 2009</td> <td>1.50</td> <td>1.50</td> <td>8.00</td> </tr> </tbody> </table> <p>Total Amount Due 79.50</p> <p>Payment Type* <input type="text" value="Visa"/></p> <p><input type="button" value="SUBMIT"/></p>	Payment Amount	Balance Due	Description	Student ID Fee	Student Servcs Fee	Parking Fee	79.50	79.50	Summer 2009	1.50	1.50	8.00
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79.50	79.50	Summer 2009	1.50	1.50	8.00								
<p>9. To complete your payment:</p> <p>A. Type your credit card number in the Credit Card Number field.</p> <p>B. Select the numeric month of your credit card's expiration date in the Expiration Date drop down menu.</p> <p>C. Select the expiration year of your credit card in the Expiration Year drop down menu</p> <p>D. Enter your credit card security code in the Card Security Code field.</p> <p>Steps continued on next page.</p>	<p>Electronic Card Entry</p> <p>How do I find the security code?</p> <p>* = Required</p> <p>Payment Amount 79.50 Convenience Fee 0.00 Total Payment Amount 79.50</p> <p>Credit Card Number* <input type="text" value="1234661412349134"/></p> <p>Expiration Date* <input type="text" value="05"/> Expiration Year* <input type="text" value="2013"/></p> <p>Card Security Code* <input type="text" value="588"/></p> <p>Name on Card* <input type="text" value="Jason R Bell"/> Billing Address* <input type="text" value="1832 Elm Street"/> City* <input type="text" value="Long Beach"/> State/Province* <input type="text" value="California"/> Postal Code* <input type="text" value="90815"/> E-mail Address* <input type="text" value="jrb@gmail.com"/></p> <p><input type="button" value="SUBMIT"/></p>												

STEPS	SCREENSHOT
<p>E. Verify your billing address for you credit card. Make changes as appropriate in the fields provided.</p> <p>F. Click the Submit button.</p>	<p>Electronic Card Entry</p> <p>How do I find the security code?</p> <p>* = Required</p> <p>Payment Amount 79.50 Convenience Fee 0.00 Total Payment Amount 79.50</p> <hr/> <p>Credit Card Number* 1234661412349134</p> <p>Expiration Date* 05 Expiration Year* 2013</p> <p>Card Security Code* 588</p> <p>Name on Card* Jason R Bell</p> <p>Billing Address* 1832 Elm Street</p> <p>City* Long Beach State/Province* California Postal Code* 90815</p> <p>E-mail Address* jrb@gmail.com</p> <p>SUBMIT</p>
<p>10. Your confirmation page will display. Click the OK button to return to the Student menu.</p>	<p>Payment Confirmation</p> <p>Thank you for your payment. It will be credited to your account pending confirmation and approval of your credit card/check.</p> <p>OK</p>

Dropping a Class Section

STEPS	SCREENSHOT																		
<p>1. Click on the Drop Classes link in the Student menu.</p> 	 <p>Santa Ana College & Santiago Canyon College</p> <p>CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU CO</p> <p>CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU</p> <p>Registration</p> <p>Registration Appointments Search for Sections Register for Classes Drop Classes Manage My Waitlist Add Code Registration</p> <p>User Account</p> <p>What's my User ID? What's my password Change Password Address Change Emergency Information</p> <p>Financial Information</p> <p>Account Summary Account Summary by Term 1098 Electronic Consent View My 1098-E Forms View My T4A Information Pay on My Account Registration Statement</p> <p>Registration</p> <p>Registration Appointments Search for Sections Drop Classes Manage My Waitlist Add Code Registration</p> <p>Academic Profile</p> <p>View My Holds Grades My class schedule My profile Unofficial Transcript</p>																		
<p>2. In the Current Registrations area of the page, click the Drop check box next to the section you want to drop</p> <p>3. Click the Submit button.</p> 	 <p>Registration Shopping Cart</p> <p>To finalize your registration:</p> <ul style="list-style-type: none"> Select an ACTION on your Preferred Sections below Click the SUBMIT button on or after your registration appointment time To view your Current Registration, scroll to the bottom of the page <p>Name: Jason R. Bell</p> <p>Preferred Sections</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Term</th> <th>Section Information</th> <th>Locatio</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> <td>You do not have any preferred sections.</td> <td></td> </tr> </tbody> </table> <p>Current Registrations</p> <table border="1"> <thead> <tr> <th>Drop</th> <th>Term</th> <th>Pass/Audit</th> <th>Section Information</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>2011SP</td> <td></td> <td>BUS-121-38453 (38453) Human Relations & Organization</td> <td>SCC</td> </tr> </tbody> </table> <p>If one of my choices is not available</p> <p><input type="text"/> Allow me to adjust all <input type="text"/></p> <p>SUBMIT</p>	Action	Term	Section Information	Locatio	<input type="text"/>		You do not have any preferred sections.		Drop	Term	Pass/Audit	Section Information	Location	<input checked="" type="checkbox"/>	2011SP		BUS-121-38453 (38453) Human Relations & Organization	SCC
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Drop	Term	Pass/Audit	Section Information	Location															
<input checked="" type="checkbox"/>	2011SP		BUS-121-38453 (38453) Human Relations & Organization	SCC															

STEPS

4. The Registration Results screen will display the status of your Drop transaction.

5. Click the OK button to return to the Student menu.

SCREENSHOT

If you have no other errors, registration will be allowed despite the following condition(s)
REMINDER: Non-payment of tuition within three days will result in a drop.

The following request(s) have been processed:

Term	Status	Section Information	Location
Spring 2011	Dropped from this section	BUS-121-38453 (38453) Human Relations & Organization	Santiago Canyon College

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

Term	Pass/ Fail	Section Information	Location	M
		You are not currently registered for any sections.		-

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

Term	Status	Section Information	Location	Me
Spring 2011	Active	ESSM-101-42444 (42444) Introduction to Sports Medicin	Santa Ana College	01/09:

OK