Faculty Guide Through WebAdvisor

Colleague Learning Guide

WebAdvisor 3.1.8

FOR STUDENTS OF THE REAL WORLD

2016
Faculty Guide Through WebAdvisor

Learning Guide

Revised by

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The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College’s institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.
Accessing WebAdvisor

A. Access the CTC website at http://www.ctcd.edu. Select Webadvisor in the top right corner (Figure 1). This will take you directly to the WebAdvisor Guest page (Figure 2).

B. The Username and Password instructions are applicable to both faculty and students.

Instructors, who have taught within the last 12 months, should be able to log in to WebAdvisor. If there is an error message that reads, User Name not found in registry. Contact the system administrator, call or email the Human Resources POC listed in the Appendix of this learning guide.

C. If this is your first time using WebAdvisor, click on the Getting Started with WebAdvisor link on the left side of the home page (Figure 2). This will take you to the CTCD website for specific instructions on password parameters and WebAdvisor troubleshooting.

http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/
Once you understand the login procedures, return to this guide and continue with instructions on the following page.

**Note: Three failed log in attempts are allowed. There is a block of 5 minutes per failed attempt. If blocked out, contact the Human Resources POC listed in the Appendix of this guide to reset the password to the date of birth.**
Log In Using the Assigned User Name and Password

A. Click on the LOG IN link (Figure 3) located in the lower right corner of the WebAdvisor home page.

Figure 3

Next...
B. Enter the **User ID** (lower case “c” plus seven digit CTC ID, i.e. c1234567) *(Figure 4).*

C. Enter the **Password**, which is your initials (in lower case) of your first and last name along with your date of birth in the **mmddyy** format (*i.e. ss122504*) *(Figure 4).*

D. Click on **SUBMIT** after entering the User Name and Password.

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**Figure 4**
FACULTY GUIDE THROUGH WEBADVISOR
Central Texas College

**Note:** The first time you log in, you will be prompted to change your password. The Password must be 6 to 9 characters in length and include both letters and numbers. The User Name will always remain the lower case “c” plus your seven digit CTC ID, i.e. c1234567.

E. **User ID:** Enter the User Name (lower case “c” plus seven digit CTC ID, i.e. c1234567) *(Figure 5).*

F. **Old Password:** Enter the old password – your initials (in lower case) of your first and last name along with your date of birth in the *mmddyy* format (i.e. ss122504).

G. **New Password:** Enter a password that is secure and that can be easily remembered.

H. **Confirm Password:** Re-enter the password. Click SUBMIT.

![Password Change Form](image)

**Figure 5**

I. Once accepted, the WebAdvisor Main Menu page will open.
A. Click on Faculty (Figure 6) on the Main Menu.

B. Click on Class Roster (Figure 7) to view the initial class roster.
C. A list of all the courses you instruct will display beginning with the most recent term (Figure 8). Select the course that you wish to view.

![Figure 8](image1)

D. If you want to shorten your list, scroll to the bottom of the screen (Figure 9) and use the drop-down arrow to select the current semester or quarter. Click on the SUBMIT button to process your request. You do not need enter a Start or End Date.

![Figure 9](image2)

E. The next page will show you the Class Roster and the Cross-listing section(s) on the top (Figure 10). ALL STUDENTS are listed by the primary course number below.

**Note: The class roster should include officially enrolled students. Under Student Profile, you can view only students who are currently enrolled in your class. If a student drops the course before the census date, they will not appear on the roster.**
F. To view an individual student’s profile, select the student (Figure 10).

G. The Student Profile screen will open with the student’s contact information. Select CLOSE WINDOW when finished (Figure 11).
H. Click on Faculty Menu in the lower left corner to return to the Faculty main page (Figure 12).

![WebAdvisor interface showing Faculty menu selection](image)

Figure 12
Logging in Using I’m New to Web Advisor

Use this function only if the assigned User Name and Password are not known. To use this function, the employee must have a valid primary email address in the Colleague system.

A. Select Webadvisor in the top right corner (Figure 13). This will take you directly to the WebAdvisor Guest page (Figure 14).

Figure 13
B. **If** this is your **first time** using WebAdvisor, click on the **Getting Started with WebAdvisor** link on the left side of the home page. This will take you to the CTCD website for specific instructions on password parameters and WebAdvisor troubleshooting. *(Figure 14).*

![Click here to get started with WebAdvisor](image)

**Figure 14**

C. Review the parameters for entering your user ID and password. *(Figure 15).*

![WebAdvisor Technical Assistance](image)

**Figure 15**
D. Once you have reviewed the Log In Parameters, select Log In back on the WebAdvisor Guest page. (Figure 16).

E. Enter the last name, date of birth as well as the SSN or CTC Assigned ID# to retrieve the User Name. Click on SUBMIT. (Figure 17).
F. Select the email address from the drop-down field or enter an email address for WebAdvisor to send you a temporary password (*Figure 18*).

![Select an email address](image)

*Figure 18*

G. Click on **SUBMIT** and the temporary password will be sent to your selected email address. If you do not have a CTCD email address, then a personal email address is acceptable. If the email address is not correct, contact the Human Resources POC listed in the Appendix of this guide.

Provided below is a sample of the email that is received with the temporary password (*Figure 19*).

```
Your WebAdvisor password has been reset at your request.
*
Next:
1) Return to your web browser and Log In.
   This is your new TEMPORARY password: made38wak.
   *
2) The first time you log in you must define a new password that you
   will use from then on.
   *
   *
   If you have received this e-mail in error, please contact your system
   administrator immediately.
```

*Figure 19*
H. Now, click on OK in WebAdvisor (Figure 20) to log in with your temporary password.

![Figure 20](image)

I. Back on the main page, select Log In (Figure 21).

![Figure 21](image)
J. Log in to WebAdvisor with the User Name and Temporary Password and click **SUBMIT** *(Figure 22).*

![Figure 22](image-url)
K. Once logged in, you will be prompted to change the temporary password (Figure 23).

L. **User ID:** Re-enter the User Name (i.e. c1234567).

M. **Old Password:** Enter the temporary password – date of birth in the mmddyy format (i.e. ss122504).

N. **New Password:** Enter a password that is secure and that can be easily remembered.

O. **Confirm Password:** Re-enter the password. After the password has changed, the Main Menu will open.

(Please refer to the instructions Using the Assigned User Name and Password beginning on page 3)

**Note: Three failed log in attempts are allowed. There is a block of 5 minutes per failed attempt. If blocked out, contact the Human Resources POC listed in the Appendix of this guide.**
What is My Password?

Use this function to obtain a forgotten password. A valid primary email address must be on file in Colleague to obtain a temporary password.

A. Click on What’s My Password? This will lead the employee through the steps to obtain a temporary password (Figure 24).

If the employee does not have a primary email, call or email the Human Resources POC listed in the Appendix of this guide to reset the password to the date of birth.

Three failed log in attempts are allowed. There is a block of 5 minutes per failed attempt. If blocked out, contact the Human Resources POC listed in the Appendix of this guide to reset the password to the date of birth.
B. Click on Reset My Password (Figure 25).

**Note: If you just need a “hint” to remind yourself of your correct password, select I might remember: Show my password hint.

C. Enter your last name and Social Security Number or Colleague ID number. The Colleague ID number is a 7-digit number randomly generated when a person is added to the Colleague database (Figure 26). Click Submit.
D. You will be given the opportunity to view the email where the temporary password will be sent (Figure 27). Select the email address and click on SUBMIT.

![Figure 27]

E. A Reset Password Confirmation notice appears (Figure 28) indicating that a temporary password has been sent to your email address. Click OK.

![Figure 28]
F. Provided below is a sample of the email that is received with your temporary password (Figure 29).

Your WebAdvisor password has been reset at your request.

* Next:
1) Return to your web browser and Log In.
   This is your new TEMPORARY password: madeS8wak.
* 2) The first time you log in you must define a new password that you will use from then on.
* *
* If you have received this e-mail in error, please contact your system administrator immediately.

Figure 29

G. Once the temporary password is received, log in to WebAdvisor with the User Name (e.g. c1234567) and the Temporary Password given in the email. Once logged in, there is a prompt to change the password. (Please refer to the instructions Using the Assigned User Name and Password beginning on page 3.)
Change Password

Use this function if the password is known and you want to change it. You will follow the same instructions as the *What is my Password?* section.

A. Log in using the User Name and the current Password (*Figure 30*).

![Current User ID & Password](image)

*Figure 30*
B. Select **CHANGE PASSWORD** (*Figure 31*).

![Figure 31](image)

C. **User ID**: Re-enter the User Name (i.e. c1234567) (*Figure 32*).

![Figure 32](image)

D. **Old Password**: Enter the temporary password – date of birth in the **mmddyy** format (i.e. ss122504).

E. **New Password**: Enter a password that is secure and that can be easily remembered.

F. **Confirm Password**: Re-enter the password. After the password has changed, the Main Menu will open.
G. If the password change is successful, you will automatically be taken to the Main Menu (Figure 33).

H. Select Faculty to continue or exit WebAdvisor by clicking on LOG OUT (Figure 33).
## Revision History

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<th>Pages</th>
<th>Added/Updated</th>
<th>Description</th>
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<td>Update</td>
<td>New screen shots for New CTC Logo</td>
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<td>New Screen Shots for WebAdvisor; Points of Contact; Removed Gradebook portion due to new WebAdvisor Electronic Gradebook learning guide effective SPR16 (See Student Services Learning Guides) - <a href="http://www.ctcd.edu/faculty-staff/information-technology/computer-system-access/student-system-learning-guides/">http://www.ctcd.edu/faculty-staff/information-technology/computer-system-access/student-system-learning-guides/</a></td>
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Appendix 1 – Points of Contact

If you cannot Access WebAdvisor due to an error message that reads “You are not in the Registry”, you have either been locked out and need your password reset, or you do not have an email and cannot reset your password. Please contact:

- Erika Einhaus at (800) 792-3348, ext. 1298 or (254) 526-1298 or email Erika.Einhaus@ctcd.edu
- Johnelle Welsh at (800) 792-3348, ext. 1298 or (254) 526-1298 or email Johnelle.Welsh@ctcd.edu
- Stephen O’Donovan at (800) 792-3348, ext. 1114 or (254) 526-1114 or email Stephen.O’Donovan@ctcd.edu

HUMAN RESOURCES CONTACT

If your email address is not on file or you want to change your email, faculty and staff should contact:

- Gilda Pinto at (800) 792-3348, ext. 1303 or email Gilda.Pinto@ctcd.edu

If you do not receive an email with your temporary password and IT has not announced a scheduled maintenance block-out, contact

- Johnelle Welsh at (800) 792-3348, ext. 1298 or (254) 526-1298 or email Johnelle.Welsh@ctcd.edu
- Stephen O’Donovan at (800) 792-3348, ext. 1114 or (254) 526-1114 or email Stephen.O’Donovan@ctcd.edu
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