

## WEBADVISOR QUICK REFERENCE

### **To access WebAdvisor**

Open your web browser and enter the address <http://wwwalive.iceschools.org>

### **How To Log In**

In the upper right hand corner of the WebAdvisor main page, click on the Log In button and enter your username in lowercase (firstname.lastname) and password (last 6 digits of your social security number) and click SUBMIT button.

### **How to Access Advisee Information**

Upon log in, on the main WebAdvisor screen, select *WebAdvisor for Advisors*. You are now on the ADVISOR page.

### **To Access Current Advisee List**

- On the main FOR ADVISORS page, select My advisees from the Advisor Information section.
- Using the pull down menu select the term – 2004FA or 2004FAM (Masters) and click the SUBMIT button

### **To View Current Course Schedule**

- On the main FOR ADVISORS page, select My advisees from the Advisor Information section.
- Using the pull down menu select the term – 2005SP or 2005SPM (Masters) and click the SUBMIT button
- Select the advisee by name and specify SCHED on the pull down action menu to the right of the advisee name.
- Using the pull down menu select the term – 2005SP or 2005SPM (Masters) and click the SUBMIT button

### **To View Rosters**

- On the main WebAdvisor screen select the For Faculty option
- On the FOR FACULTY page, under faculty information select class rosters.
- Using the pull down menu select the term – 2005SP and click submit.

### **To View Advisee Transcript**

- On the main FOR ADVISORS page, select My advisees from the Advisor Information section.
- Using the pull down menu select the term – 2004FA or 2004FAM (Masters) and click the SUBMIT button
- Select the advisee by name and specify TRANS on the pull down action menu to the right of the advisee name. The default transcript type of UG will appear and click SUBMIT. If you are working with a 5 Year UG/MBA student or an MBA student you must select GR in order to see graduate level work.

**(next page)**

### **To View Student Profile**

- On the main FOR ADVISORS page, select My advisees from the Advisor Information section.
- Using the pull down menu select the term – 2005SP or 2005SPM (Masters) and click the SUBMIT button
- Select the advisee by name and specify STPR on the pull down action menu to the right of the advisee name.

### **TERM CODES**

2004FA (Fall 2004 Undergraduate)

2004FAM (Fall 2004 Masters)

2005SP (Spring 2005 Undergraduate)

2005SPM (Spring 2005 Masters)

2005WIM (Winter 2005 Masters)