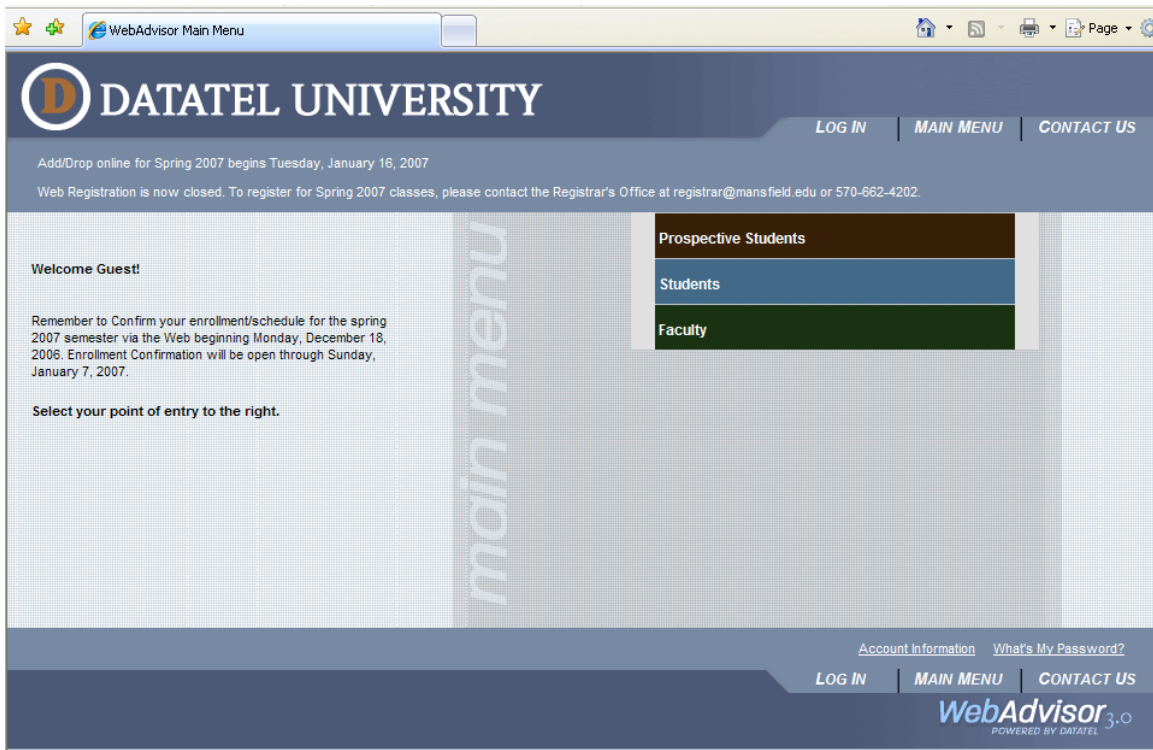


Procedure for approving registration for advisees:

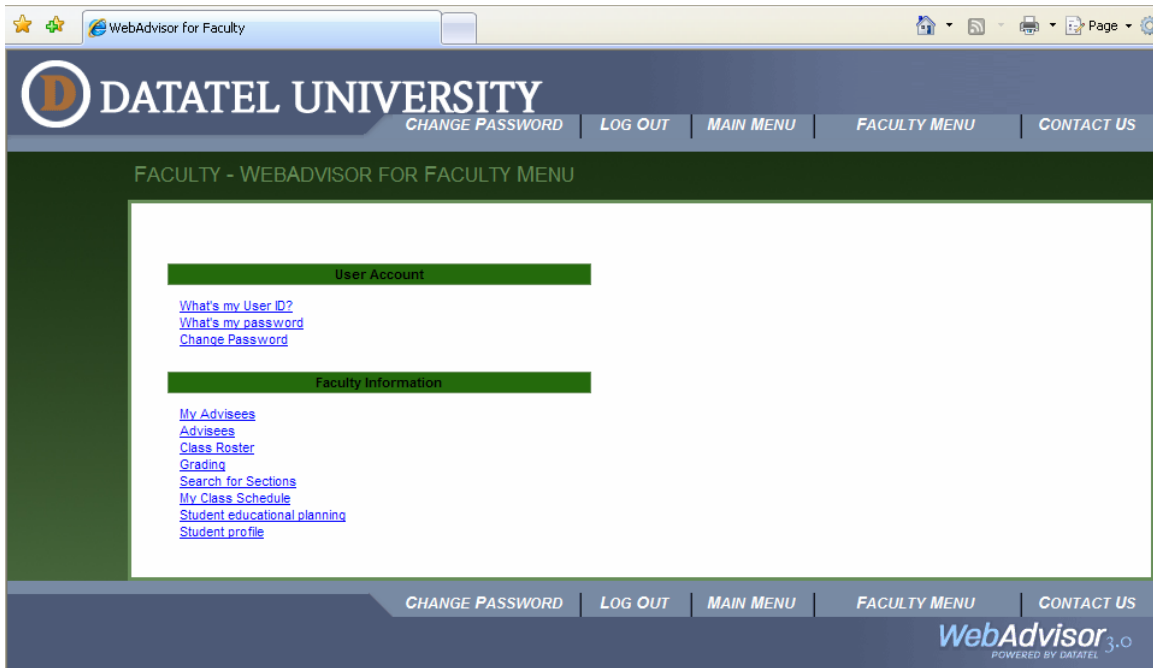
Access WebAdvisor at <https://webadvisor.mansfield.edu/>.

Click the 'Log In' tab and enter your WebAdvisor User ID and Password.



Click the Faculty bar.

Select the 'Advisees' option.



Select the term (ex. Spring 2007) and click SUBMIT.

Advisees

Select a term or date range to restrict your advisee list

Term: Spring 2007

Start Date: [] End Date: []

SUBMIT

Click the 'Register Flag' box of the student you have advised and may now schedule.

Click the SUBMIT button to update.

Advisees

Student ID	Name	Program	Cum GPA	Ungraded Credits	Att Creds	Earned Creds	Register Flag
0001405	Invalid, Invalid	UND.UND					<input checked="" type="checkbox"/>

Security Access Messages: None

SUBMIT

The advisee is now cleared to schedule on the appropriate registration day.