



## WebAdvisor Instructions

Access must be through Netscape or Internet Explorer. If you do not have the latest version of Netscape, go to [netscape.com](http://netscape.com) and download it. For Internet Explorer, go to [Microsoft.com](http://Microsoft.com) to download the latest version.

New students will have to register in the office of the center for their first semester. After that they will have access to register through WebAdvisor. You can view course availability without logging in.

1. Go to <https://webadvisor.ashland.edu/> and read the WebAdvisor Network Use and Click continue. Then Read the Login Use and click continue. Payment deadlines are listed here.
2. If you do not know your user name, click on What's My User ID? Enter your last name and either your social security number or student ID number. It will show you your user name.
3. Click on WebAdvisor for Students. Then click on Register for Classes. Then click on Search and Register for Classes or Express Registration.
4. Now login. For students using WebAdvisor for the first time, your password is the last 6 digits of your social security number. Then follow the directions for changing your password. If you have password problems, contact Vicki Yoho, Registrar Office at [vyoho@ashland.edu](mailto:vyoho@ashland.edu) or 419-289-5031.
5. If using Search and Register for Classes: in item 1 select the term. In item 2 select the subject (EDAD, EDCI, etc...). Then scroll down the page and select the location (AC, CC, CT, LC, or SK). Then click submit. Review the course listings. Click in the box adjacent to the courses you wish to be enrolled. Once you have entered all the courses, click submit. It will bring up what you selected and you will need to select an Action (choose RE register) and submit again to confirm your registration.
6. If using Express Registration, ignore the synonym: type your subject, course number, section number and term. Continue until you have typed all the courses in which you want to be registered. Then click submit. It will then bring up what you selected and you need to select an Action (choose RG Register). Submit again to confirm your registration.
7. Payment deadlines will be enforced. Make sure your Financial Aid has been processed or go to Make a payment and pay now.