

# ISSInfo



## Using WebAdvisor

### What is WebAdvisor?

WebAdvisor for CLU is an interactive Web interface that enables students, faculty and staff to manage information such as course offerings and teaching schedules, check grades, or request work orders. Each user is assigned an account based on individual profiles and needs. The three types of accounts are: Student, Faculty, Employees.

### How to Access WebAdvisor

To access WebAdvisor, go to the myCLU Portal at <http://www.callutheran.edu/myclu>. Logging into provides access to WebAdvisor, e-mail, CLU news, and more.

### WebAdvisor for Students

WebAdvisor enables students to:

- Change address
- Access financial aid information
- Search for classes
- Register for classes (also add and drop classes)
- Check their grades (also GPA by term)
- View their academic transcripts
- View test summaries
- Submit enrollment verification requests
- View class schedule and overall academic profile.

### WebAdvisor for Faculty

WebAdvisor enables faculty to:

- View their leave plan summary
- View their stipends
- Check their advisees' records
- Give advisor registration approval
- Access and print class rosters
- Assign grades and record them with the Registrar
- Search for classes
- Access and print their class schedules

### WebAdvisor for Employees

WebAdvisor allows CLU employees and staff to:

- Access budget information (for budget managers)
- Request work orders for maintenance and repairs
- View their leave plan summary
- View their stipends

### Procedure after Login

Select the WebAdvisor tab on the myCLU login homepage

Select one of the following links located on WebAdvisor's main menu:

- Search for Classes
- WebAdvisor for Students
- WebAdvisor for Faculty
- WebAdvisor for Employees

Additional information regarding class registration on the Web is available at the Registrar's site:

[http://www.callutheran.edu/registrar/web\\_advisor.php](http://www.callutheran.edu/registrar/web_advisor.php)

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an email to [helpdesk@callutheran.edu](mailto:helpdesk@callutheran.edu).