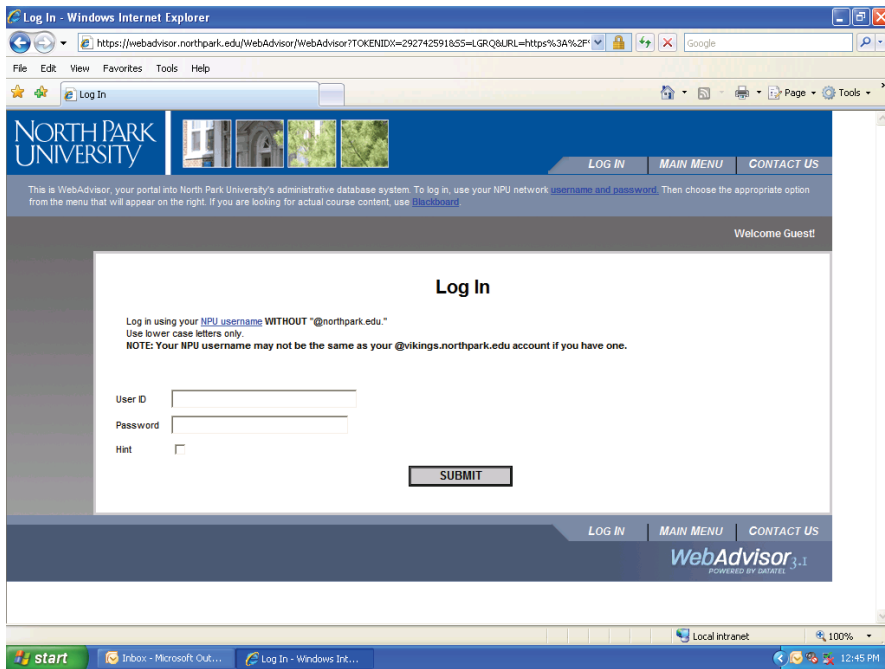## WebAdvisor Registration Instructions

You can reach the WebAdvisor login screen from several locations on the NPU website. The simplest is to click the "Current Students" link on the website's top menu, and then look for the "WebAdvisor" link under the "Student Resources" menu. If you are ready to register, enter your *User Name* and *Password* to sign on.
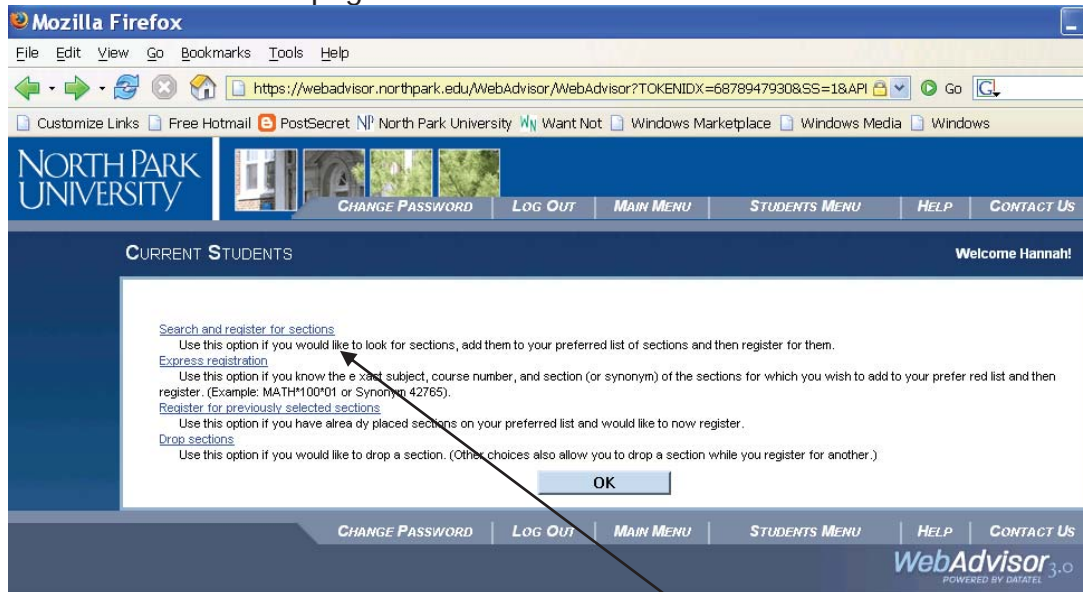


Once you have signed on, click on the right-hand menu's "Students" link. You will arrive at this page:
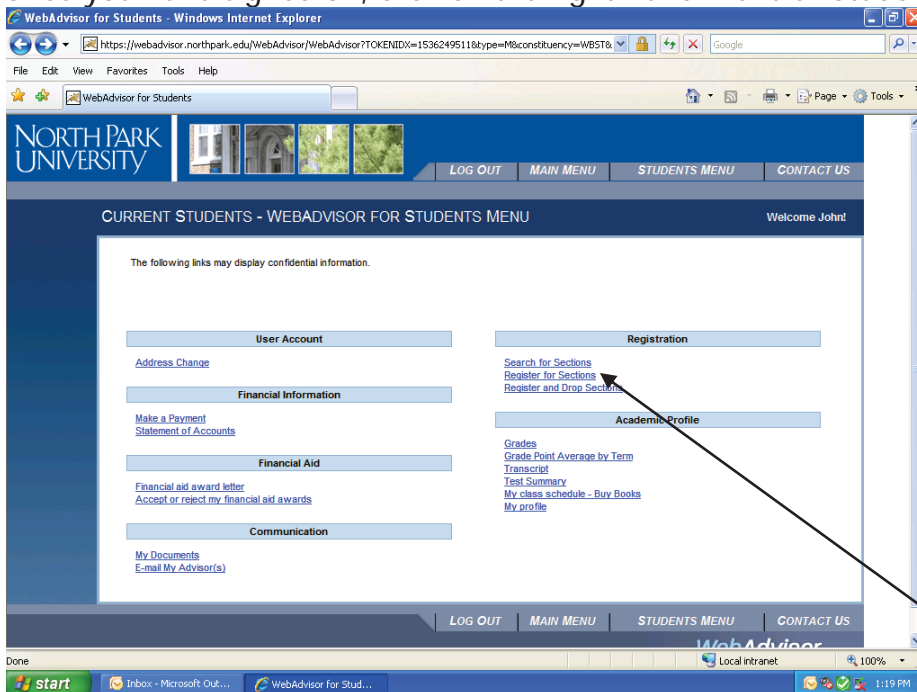


Click here

Click on "Register for Sections."

You will arrive at this page:



Click on *Search and register for sections*.

**Click here**

You will arrive at this screen:



Choose a term from the *Term* drop down (see page 2 for term codes),

Choose a course prefix (i.e. GS, COSS/HPSY, ISIT, BADM, ORG, etc.) from the *Subject* drop down, and

Click on *Submit* to view a list of classes being offered with the selected prefix during the selected term.

Locate the course that you want to take, paying particular attention to the **Location** and **Meeting Information**.

Click in the Select Section box for the course (or courses).

Scroll down all the way and hit *Submit*

Congratulations – you now have preferred sections for your classes.



To register for all of the classes you have selected choose *REGISTER* from the drop down menu here.

To register each individual class you can choose from the drop down menu beside those classes.

Click *Submit*.

You will receive an email from Student Administrative Services confirming your registration. If you desire a copy of your schedule, please follow the appropriate links on WebAdvisor to view and print your schedule for a selected term. **If you do not receive an email from Student Administrative Services or do not see the courses you selected reflected in your WebAdvisor schedule, then you are <u>not</u> registered.**