



NIACC WebAdvisor Staff Workflow

[This document subject to change as the look-and-feel is enhanced, the product is updated, and new applications become available. Please consider this a working model for your use.]

The Staff workflow allows staff to view PayAdvices, W2 Information, Leave Information (only as up-to-date as to what has been entered into the Datatel System) and view Position Information along with many other items.

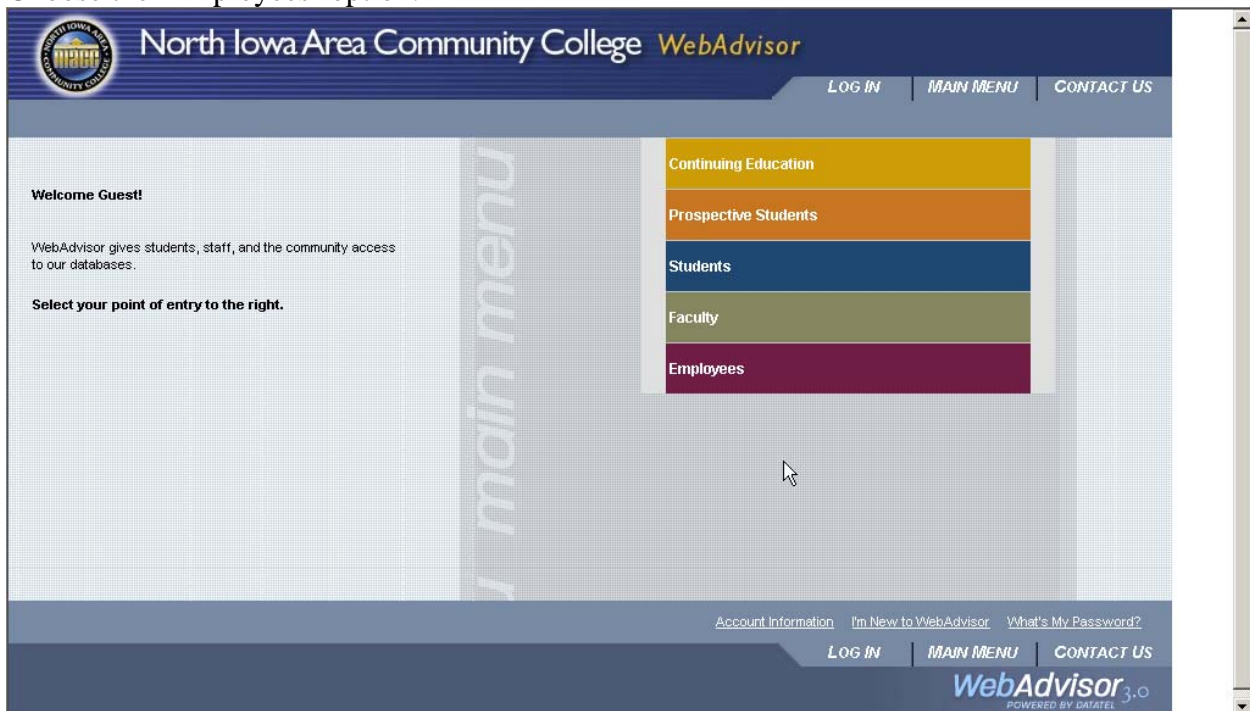
WHAT IS WEBADVISOR?

WebAdvisor is a web interface that allows you to access information contained in the administrative databases used by North Iowa Area Community College. The application system that manages these databases is Datatel’s Colleague and Benefactor applications. WebAdvisor, also a product of Datatel, consists of the forms and infrastructure to extract and deliver information from the database to your desktop browser.

STEP 1: CONNECT TO THE NIACC WEBADVISOR MAIN PAGE

URL: <http://www.NIACC.edu/WebAdvisor>

Choose the ‘Employees’ option.



STEP 2. LOGIN – USERNAMES & PASSWORDS

Choose the 'LOGIN' tab. The login username and password will be provided by NIACC Technology Services staff. The username and passwords are case specific. The WebAdvisor usernames will be in lower case letters and will consist of the first letter of your first name, the first letter of your middle initial, and your entire last name. (For example, Abraham C. Lincoln would be aclincoln.) The password must be at least six characters and at a maximum nine characters and must include both letters and numbers. Note: This password is *not* coordinated with your network password.

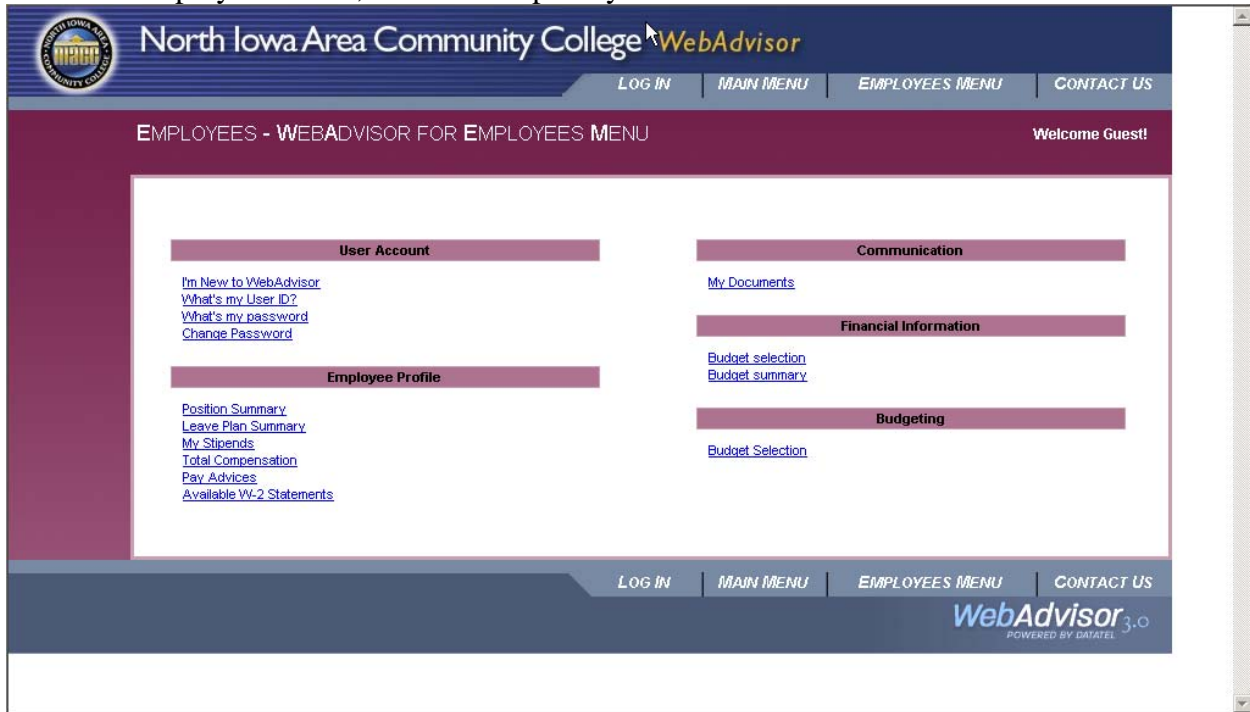
PASSWORD CHANGE/FIRST LOGIN

The first time you log in and any time you choose to change your password, you will receive a page similar to the one below... It is asking you to change your password from the default value provided when your web account was created. The username and passwords are case specific. The password must be at least six characters with a maximum nine characters with both letters and numbers. Note: This password is not coordinated with your network password. The default password is the last six (6) characters of your Social Security Number.

Please note that the 'Submit' button must be used when submitting the pages and proceeding to the next process.

STEP 3. ENTER THE EMPLOYEE MENU

From the Employees Menu, choose the option you would like to access.



When done viewing the information make sure to LOGOUT of WebAdvisor.