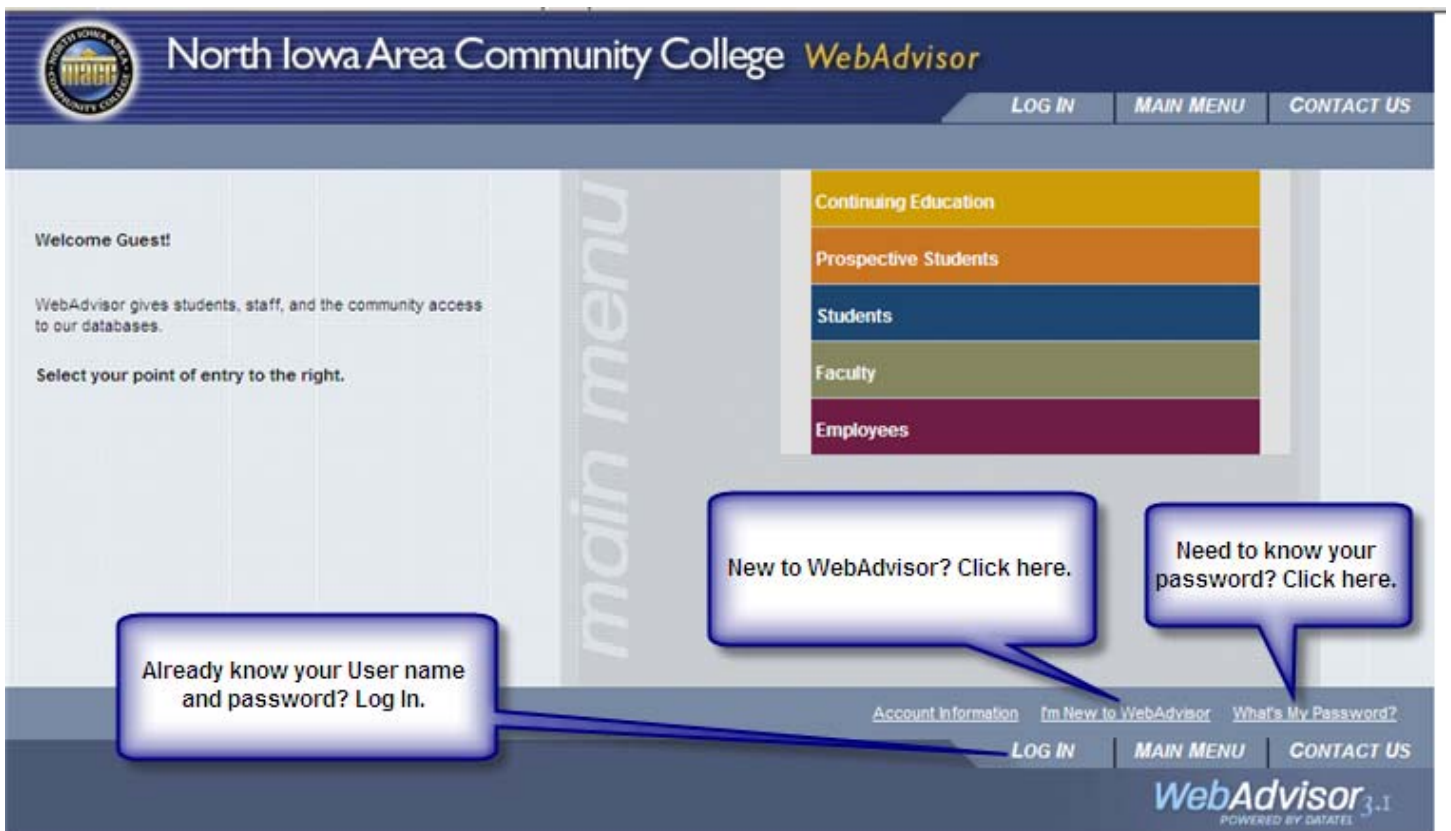


STEPS FOR ONLINE REGISTRATION

To use the NIACC WebAdvisor, start on the NIACC Home page. Click on the WebAdvisor Link as shown.



To use WebAdvisor, you must log in. Generally, the User ID is the first letter of your first name, the first letter of your middle name, and your full last name. (Occasionally this will not be the case and you must click on the “What’s my password” link below and have it sent to you through your NIACC e-mail account.) Your password is set the first time you log in to the last six digits of your social security number. You then reset it.



1. Already know your User name and Password? Log In here.

Log In - Windows Internet Explorer

http://callisto.niacc.edu/WATEST18/WATEST18?TOKENIDX=1410839087&SS=LGRQ&URL=http%3A%

File Edit View Favorites Tools Help

Log In

D DATATEL UNIVERSITY

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

Log In

User ID:

Password:

Show Hint:

SUBMIT

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Done

Start | Internet | 100%

Start | Calenda... | Datatel -... | Log In ... | Docume... | 12:38 PM

2. New to WebAdvisor? Follow the instructions listed on the screen.

North Iowa Area Community College WebAdvisor

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

New to WebAdvisor

Follow these four steps to log in for the first time.

1. Get your user ID
2. Reset your password
3. Check your e-mail to receive your password.
4. Log in

Click OK to proceed to step 1

OK

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

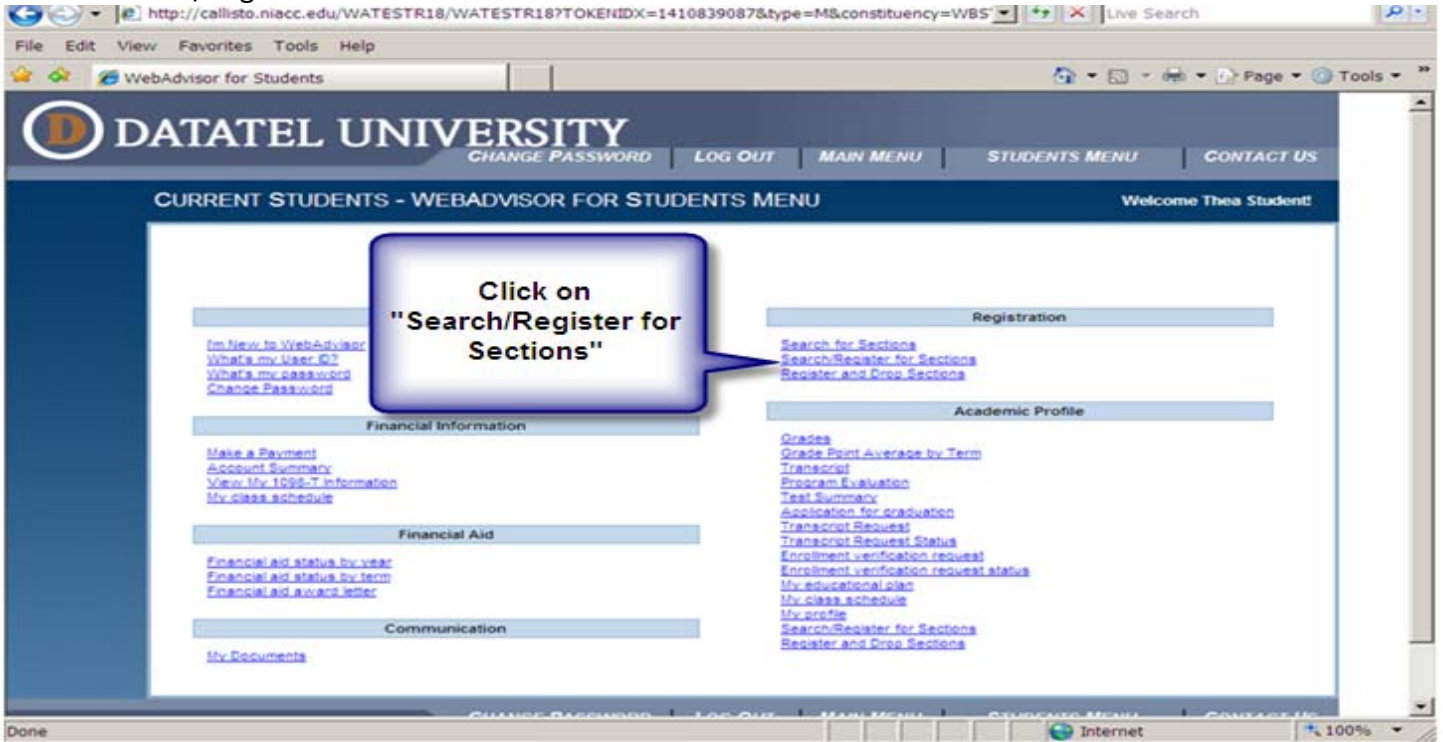
3. Need to Know Your Password? Complete this screen; then check your NIACC e-mail.

The screenshot shows the North Iowa Area Community College WebAdvisor interface. At the top left is the college logo. The header contains the text "North Iowa Area Community College WebAdvisor" and navigation links for "LOG IN", "MAIN MENU", "HELP", and "CONTACT US". A "Welcome Guest!" message is in the top right. The main content area is titled "What's my User ID?" and includes the instruction: "In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers." Below this, a legend states "* = Required". The form contains three input fields: "Last Name*" (with a red asterisk), "SSN", and "Colleague ID", with "OR" positioned between the SSN and Colleague ID fields. A "SUBMIT" button is centered at the bottom of the form. At the bottom right of the page, there are links for "What's My Password?" and "Change Password".

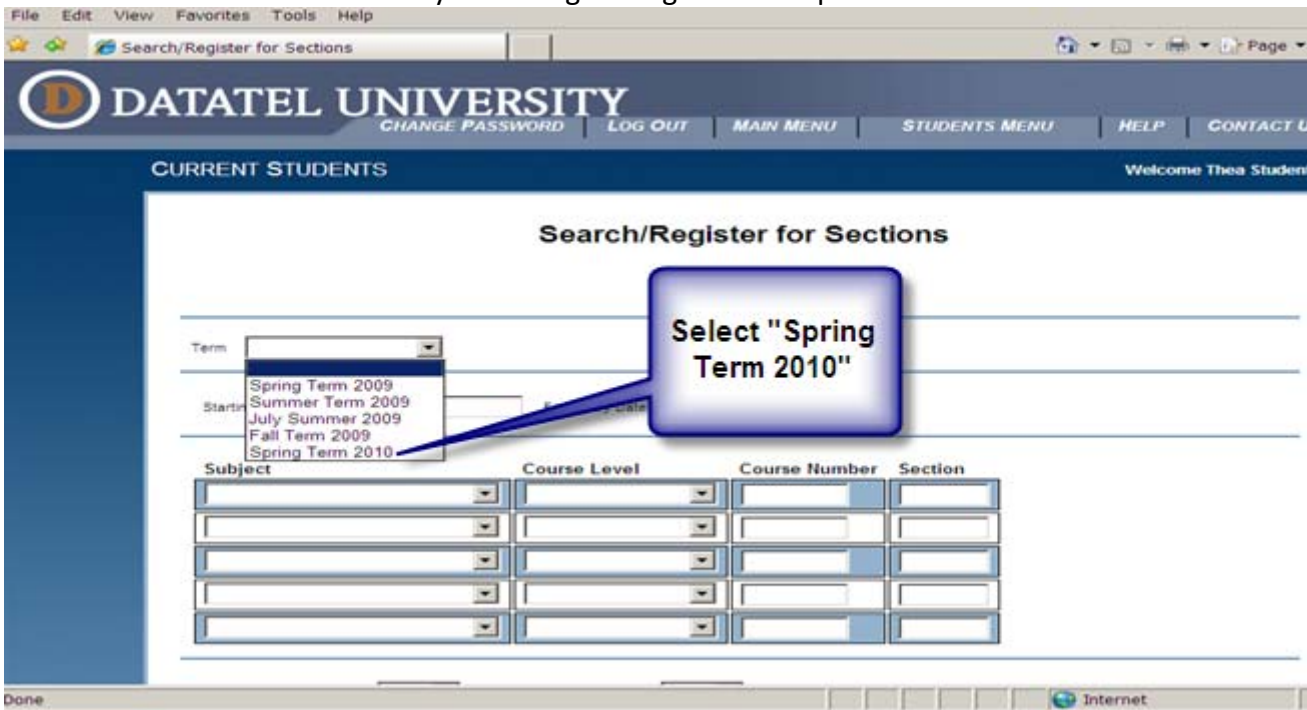
4. Once you are logged in-- Enter into 'Students'.

The screenshot displays the Datatel University WebAdvisor main menu. The browser window title is "WebAdvisor Main Menu". The header features the "DATATEL UNIVERSITY" logo and navigation links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US". The main content area includes a "Welcome Thea Student!" message and a vertical "menu" bar on the right with the following options: "Continuing Education", "Prospective Students", "Students", "Faculty", and "Employees". A blue callout box with a white background and a blue border points to the "Students" link, containing the text "Click the bar marked 'Students'." The footer contains links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?", along with "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US" buttons. The "WebAdvisor 3.1" logo is in the bottom right corner.

5. After you have met with a counselor to plan your classes, you are set to register online. Click the link "Search/Register for Sections" found as shown below.



6. Select the term for which you are registering. See example below.



7. Two fields must be filled out: the upcoming "Term" in which to register and either a "Subject" or a "Keyword". When completed, click on the 'Submit' at the bottom of the page.

Search/Register for Sections

Term

Starting On/After Date Ending Before

| Subject | Course Level | Course Number | Section |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

In addition to the 'Term', either enter a 'Subject' or a 'Keyword' to find your class choices.

When finished, click 'Submit'.

8. The following options will be shown depending on the Subject or Keyword entered. In this case, the Subject, "Accounting" was used to look for all accounting class options available this term.

Section Selection Results

Narrow my search

Re-sort my results

| Select | Term | Status | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity | Credits |
|--------------------------|----------------|--------|---|-------------------|---|----------|---------------------|---------|
| <input type="checkbox"/> | Fall Term 2009 | Open | ACC-111-0001 (63999) Introduction to Accounting | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Tuesday, Thursday 11:10AM - 12:40PM, McAllister Hall, Room 213 | Staff | 30 / 32 | 3.00 |
| <input type="checkbox"/> | Fall Term 2009 | Open | ACC-111-0002 (64000) Introduction to Accounting | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Monday, Wednesday, Friday 08:50AM - 09:50AM, | G. Lauer | 32 / 32 | 3.00 |
| <input type="checkbox"/> | Fall Term 2009 | Open | ACC-111-0003 (64001) Introduction to Accounting | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Tuesday, Thursday 11:10AM - 12:40PM, McAllister Hall, Room 213 | Staff | 1 / 32 | 3.00 |

After selecting your class, mark the box to the left of the course desired. Then click 'Submit' at the bottom of the page.

To see the catalog description about the course, click on the information under the 'Section Name and Title'.

9. Once a selection is picked, the following message will appear. This is your agreement to pay for classes selected.

Register and Drop Sections

[Payment Agreement Policy](#)

Should I choose not to attend or am unable to attend the above registered Term, I will notify the NIACC Records Office in writing prior to the term start date.

I understand that I will be held liable for tuition and fee charges should I fail to notify the Records Office in writing prior to the term start date.

I PROMISE TO PAY NORTH IOWA AREA COMMUNITY COLLEGE FOR TUITION AND FEE CHARGES AND HOUSING (IF APPLICABLE) FOR THE ABOVE TERM THAT I AM REGISTERING FOR.

Name: Thea B. Student

Action for ALL Pref. Sections (or choose below):

This message confirms your agreement to pay for registered classes.

Preferred Sections

| Action | Term | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity | Credits | CEUs |
|----------------------|----------------|--|-------------------|--------------------------------------|-------------|---------------------|---------|------|
| <input type="text"/> | Fall Term 2009 | ENG-102-0001 (64357) Composition | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Monday | B. Plunkett | 18 / 18 | 4.00 | |

10. To complete registration, an action must first be selected.

Name: Thea B. Student

Action for ALL Pref. Sections (or choose below):

Preferred Sections

| Action | Term | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity | Credits | CEUs |
|----------------------|----------------|--|-------------------|---------------------|---------|---------------------|---------|------|
| <input type="text"/> | Fall Term 2009 | ENG-102-0001 (64357) Composition | NIACC Main Campus | | | | | |

Choose either an 'Action' for all courses selected or just for each course selected.

Current Registrations

| Drop | Term | Pass/ Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|--------------------------|------------------|-------------|---|-------------------|--|----------------|---------|------|
| <input type="checkbox"/> | Fall Term 2009 | | ART-101-0001 (64052) Art Appreciation | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Monday 08:00PM - 09:00PM, Fine Arts, Room 176 | K. Anderson | 3.00 | |
| <input type="checkbox"/> | Spring Term 2009 | | ACC-111-0001 (60425) Introduction to Accounting | NIACC Main Campus | 01/13/2009-04/30/2009 Lecture Tuesday, Thursday 11:10AM - 12:40PM, McAllister Hall, Room 213 | L. Merfeld | 3.00 | |
| <input type="checkbox"/> | Spring Term 2009 | | MAP-355-0001 (60848) Clinical Procedures I | NIACC Main Campus | 01/12/2009-05/01/2009 Lecture Monday 08:00AM - 09:30AM, McAllister Hall, Room 104H (more)... | D. Stockberger | 5.00 | |
| <input type="checkbox"/> | Spring Term | | MAP-358L-0001 (60849) Clinical | NIACC Main Campus | 01/12/2009-05/01/2009 Lab Tuesday 08:00AM - 10:00AM, McAllister Hall, | D. Stockberger | 0.00 | |

11. The "I agree to PAY" button located at the bottom of the page confirms not only your agreement to pay for the class/classes, but also confirms the registration of the classes selected.

Register and Drop Sections

RG Register

Selected to register for class.

Current Registrations

| Drop | Term | Pass/Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|--------------------------|------------------|------------|---|-------------------|---|-------------|---------|------|
| <input type="checkbox"/> | Fall Term 2009 | | ART-101-0001 (64052) Art Appreciation | NIACC Main Campus | 09/24/2009-12/10/2009 Lecture Monday 06:00PM - 09:00PM, Fine Arts, Room 178 | K. Anderson | 3.00 | |
| <input type="checkbox"/> | Spring Term 2009 | | ACC-111-0001 (60425) Introduction to Accounting | NIACC Main Campus | 01/13/2009-04/30/2009 Lecture Tuesday, Thursday 11:10AM - 12:40PM, McAllister Hall, Room 213 | L. Merfeld | 3.00 | |
| <input type="checkbox"/> | Spring Term 2009 | | NAP-358-0001 (60648) Clinical Procedures I | NIACC Main Campus | 01/12/2009-05/07/2009 Lecture Monday 08:00AM - 12:00PM, McAllister Hall, Room 104H | | | |
| <input type="checkbox"/> | Spring Term 2009 | | NAP-358-0001 (60648) Clinical Procedures I Lab | NIACC Main Campus | 01/12/2009-05/07/2009 Lecture Monday 08:00AM - 12:00PM, McAllister Hall, Room 104H | | | |
| <input type="checkbox"/> | Fall Term 2008 | | NAP-358-0002 (66715) Clinical Procedures II Lab | NIACC Main Campus | 09/25/2008-01/08/2009 Lecture Tuesday, Thursday, Friday 08:00AM - 12:00PM, McAllister Hall, Room 104H | | | |

If one of my choices is not available: ALL Allow me to adjust all

I agree to PAY

Click on the 'I agree to PAY' button to finish the registration.

12. This shows the registration results of the course selected as well as showing other classes previously registered.

Registration Results

The following request(s) have been processed:

| Term | Status | Pass/Fail/Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|----------------|-----------------------------|-----------------|---------------------------------------|-------------------|--|-------------|---------|------|
| Fall Term 2009 | Registered for this section | | ART-101-0001 (64052) Art Appreciation | NIACC Main Campus | 09/24/2009-12/10/2009 Lecture Monday, Tuesday, Thursday, Friday 07:40AM - 08:40AM, Beem Center, Room 220 | B. Plunkett | 4.00 | |

Note: 'Registered for this section' is shown under the Status heading.

Here are all of the sections for which you are currently registered:

| Term | Pass/Fail/Audit | Section Name and Title | Location | Meeting Information | CEUs |
|----------------|-----------------|---|-------------------|--|------|
| Fall Term 2009 | | ART-101-0001 (64052) Art Appreciation | NIACC Main Campus | 09/24/2009-12/10/2009 Lecture Monday, Tuesday, Thursday, Friday 06:00PM - 09:00PM, Fine Arts, Room 178 | |
| Fall Term 2009 | | ENG-102-0001 (64357) Composition and Speech | NIACC Main Campus | 09/24/2009-12/10/2009 Lecture Tuesday, Thursday, Friday 07:40AM - 08:40AM, Beem Center, Room 220 | |

Other courses previously registered.

13. The following screen shows the sections currently registered. To drop a course within the drop dates, check the box of the course to be dropped and click the button at the bottom of the page.

Check box to drop a course already registered.

Courses currently registered.

Select 'PART Complete only available'

Click the button to drop the selected course.

| Drop | Term | Pass/Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|-------------------------------------|------------------|------------|---|-------------------|--|----------------|---------|------|
| <input checked="" type="checkbox"/> | Fall Term 2009 | | ART-101-0001 (84052) Art Appreciation | NIACC Campus | 08/24/2009-12/10/2009 Lecture Monday, Tuesday, Thursday, Friday 07:40AM - 08:40AM, Beem Center, Room 220 | K. Anderson | 3.00 | |
| <input type="checkbox"/> | Fall Term 2009 | | ENG-102-0001 (84357) Composition and Speech I | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Monday, Tuesday, Thursday, Friday 07:40AM - 08:40AM, Beem Center, Room 220 | B. Plunkett | 4.00 | |
| <input type="checkbox"/> | Spring Term 2009 | | ACC-111-0001 (80425) Introduction to Accounting | NIACC Main Campus | 01/13/2009-04/30/2009 Lecture Tuesday, Thursday 11:10AM - 12:40PM, McAllister Hall | L. Merfeld | 3.00 | |
| | Spring Term 2009 | | MAP-250 (80848) Procedures I | NIACC Main Campus | 08/24/2009-12/10/2009 Lab Friday 08:00AM - 10:00AM, McAllister Hall, Room 104H | D. Stockberger | 5.00 | |
| | Spring Term 2009 | | MAP-250 (80848) Procedures I Lab | NIACC Main Campus | 08/24/2009-12/10/2009 Lab Friday 08:00AM - 10:00AM, McAllister Hall, Room 104H | D. Stockberger | 0.00 | |
| | Fall Term 2009 | | MAP-250-6002 (80815) Clinical Procedures Lab | NIACC Main Campus | 08/24/2009-12/10/2009 Lab Friday 08:00AM - 10:00AM, McAllister Hall, Room 104H | D. Stockberger | 0.00 | |

if one of my choices is not available **PART Complete only available**

I agree to PAY

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENT'S MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY JALANET

14. The screen below shows the results of a dropped course.

Under 'Status', the action--"Dropped from this section" is shown.

The following request(s) have been processed:

| Term | Status | Pass/Fail/Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|----------------|---------------------------|-----------------|---|-------------------|---|-------------|---------|------|
| Fall Term 2009 | Dropped from this section | | ART-101-0001 (84052) Art Appreciation | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Monday 08:00PM - 09:00PM, Fine Arts, Room 176 | K. Anderson | 3.00 | |

Here are all of the sections for which you are currently registered:

| Term | Pass/Fail/Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|----------------|-----------------|---|-------------------|--|-------------|---------|------|
| Fall Term 2009 | | ENG-102-0001 (84357) Composition and Speech I | NIACC Main Campus | 08/24/2009-12/10/2009 Lecture Monday, Tuesday, Thursday, Friday 07:40AM - 08:40AM, Beem Center, Room 220 | B. Plunkett | 4.00 | |
| Spring Term | | ACC-111-0001 (80425) Introduction to | NIACC Main Campus | 01/13/2009-04/30/2009 Lecture Tuesday, Thursday 11:10AM - 12:40PM, McAllister Hall | L. Merfeld | 3.00 | |