

TEXAS WOMAN'S UNIVERSITY

Denton * Dallas * Houston

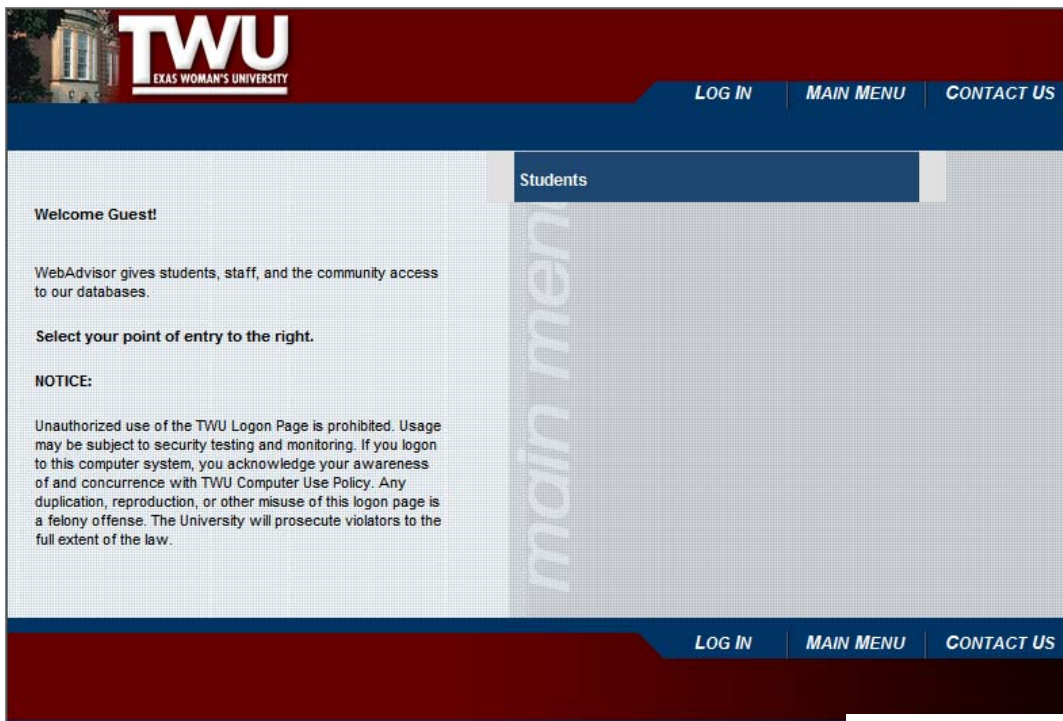
Instructional Support Services Training

WebAdvisor Registration

Logging In

1. Open your internet browser to <http://www.twu.edu>
2. Click the **Pioneer Portal** button on the lower left-hand side of the screen
3. Login to your account using your Portal ID and password
4. Under the *Important Links* section click **Registration**
5. The new *WebAdvisor* system opens

- Public Safety & Crime Statistics
- **REGISTRATION**
 - **ADD** Courses
 - **DROP** Courses
 - Manage **WAITLIST**
 - **WAITLIST** FAQ
 - Tutorial



6. Click **LOG IN** to login to the WebAdvisor system
7. Type your Portal ID next to **User ID**
8. Type your Portal password next to **Password**
9. Click **Submit**

Log In

Log in here with your Portal username and password.
IMPORTANT: You MUST enter the user id (portal username) in ALL LOWER CASE!
Example: You would enter the user name jDoe as jdoe.

User ID:

Password:

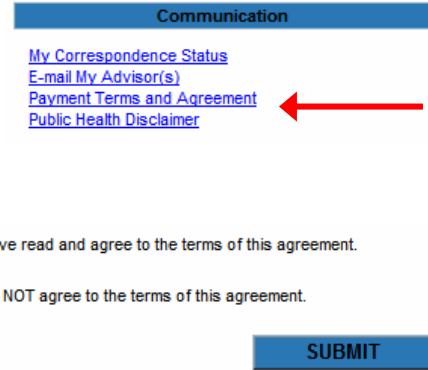
Registration Holds

If this is your first time to register for the semester, then WebAdvisor will take you to the Payment Terms and Agreement screen. You must accept this agreement in order to register for classes. You may also have a Public Health Disclaimer hold on your account. You must read and acknowledge that you understand the information. If you are not automatically redirected to these agreements, then you may see the above errors during the registration process. Follow these steps to remove the holds:

My Shopping Cart

- You are not eligible for registration.**
- Student has Restrictions with severity >= 70**
- Student has not signed the Payment Terms and Agreement.**
- Student has not signed the Public Health Disclaimer.**

1. Login to *WebAdvisor* using the above instructions
2. Click the **Students** button on the right
3. Under the *Communication* section click **Payment Terms and Agreement**
4. Read the terms
5. Check the box next to the agreed terms
6. Click **Submit**
7. Next click **Public Health Disclaimer**
8. Read the information
9. Check the box acknowledging that you have read and understand the information
10. Click **Submit**



Any additional holds must be cleared by the corresponding department. Please read any error messages carefully to prevent confusion or delay in removing your holds.

The Express Registration Tool

NOTE: you MUST know either the class code (i.e. 42765) or the exact subject, class, and section number (i.e. MATH 1113 01) of the desired class in order to use this tool.

1. Login to *WebAdvisor* using the above instructions
2. Click the **Students** button on the right
3. Under the *Registration* section click **Register for Classes**
4. At the *Register for Sections* page click the **Express registration** link.
5. At the *Express Registration* page fill in the required class information
 - Enter the class code - OR -
 - Select a **Subject** from the drop down, enter a **class number**, and enter a **section number**
6. Select a **Term** from the drop down list
7. Repeat steps 5 & 6 for all desired classes
8. Click **Submit** to add these classes to your *Shopping Cart*



Express Registration

Course Code	Subject	Course Number	Section Number	Term
65090	MATH - MATHEMATICS	1013	01	Fall 2007

9. At the *Shopping Cart* screen confirm your class selections by choosing **Register** from the *Action* drop down menu for each class
10. Click **Submit**
11. If registration is successful then the *Registration Results* page will display all of your classes.

Action	Term	Name and Title
Register	Fall 2007	MATH*1013*01 (65090) QUANTITATIVE LITERACY
Register		
Remove from Shopping Cart		
Waitlist		

If you see any errors after clicking **Submit**, then please see the above instructions regarding **Registration Holds**

The Search and Register for Sections Tool

1. Login to *WebAdvisor* using the above instructions
2. Click the **Students** button on the right
3. Under the *Registration* section click **Register for Classes**
4. At the *Register for Sections* page click the **Search and register for sections** link

Register for Classes

Please fill out at least 3 fields

Term

Starting On/After Date Ending By Date

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"/>

5. On the *Register for Classes* screen select at least 3 search criteria for all desired classes
 - a. You **MUST** select either **Term** or **Starting and Ending Dates**
 - b. For best results choose **Subject** and **Class Level**
 - c. Enter additional search criteria if desired
6. At the *Section Selection Results* page check the **Add** box to the left of the desired classes
7. Click **Submit** to add these classes to your *Shopping Cart*
8. At the *Shopping Cart* screen confirm your class selections by choosing **Register** from the *Action* drop down menu for each class
9. Click **Submit**
10. If registration is successful then the *Registration Results* page will display all of your classes.

Add	Term	Status	Section Name and Title
<input type="checkbox"/>	Fall 2007	Open	MATH*1013*01 (65090) QUANTITATIVE LITERACY

Action	Term	Section Name and Title
<input type="text" value="Register"/> Register Remove from Shopping Cart Waitlist	Fall 2007	MATH*1013*01 (65090) QUANTITATIVE LITERACY

If you see any errors after clicking **Submit**, then please see the above instructions regarding **Registration Holds**

Verify Registration

1. Login to *WebAdvisor* using the above instructions
2. Click the **Students** button on the right
3. Under the *Academic Profile* section click **My Class Schedule**
4. Choose the desired academic term from the drop down menu
5. Click **Submit**
6. Your schedule for the selected term will now be displayed

Academic Profile
Grades Grade Point Average by Term Transcript Test Summary My Class Schedule ← My Profile

Instructional Support Services
 Texas Woman's University
<https://portal.twu.edu/iss-training/>

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