

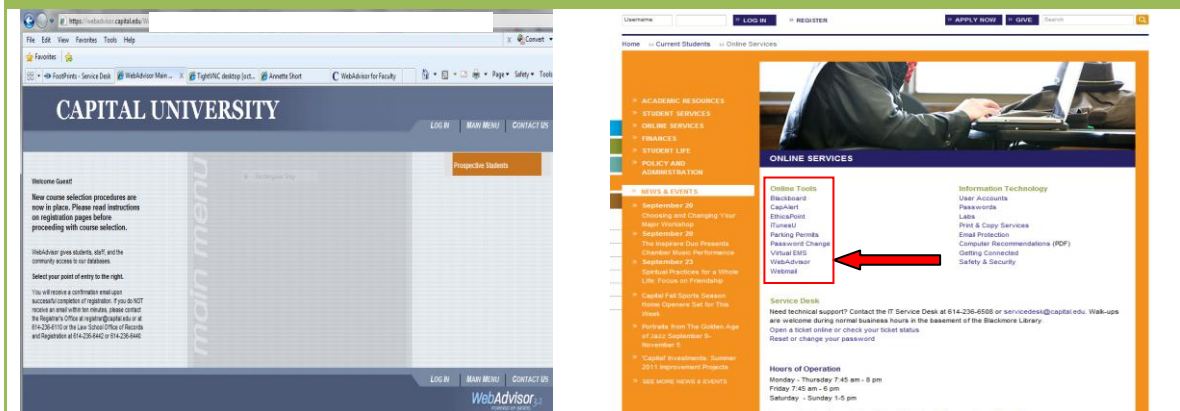
Capital University

Using WebAdvisor

Step 1: There are two ways to get to WebAdvisor:

<https://webadvisor.capital.edu>

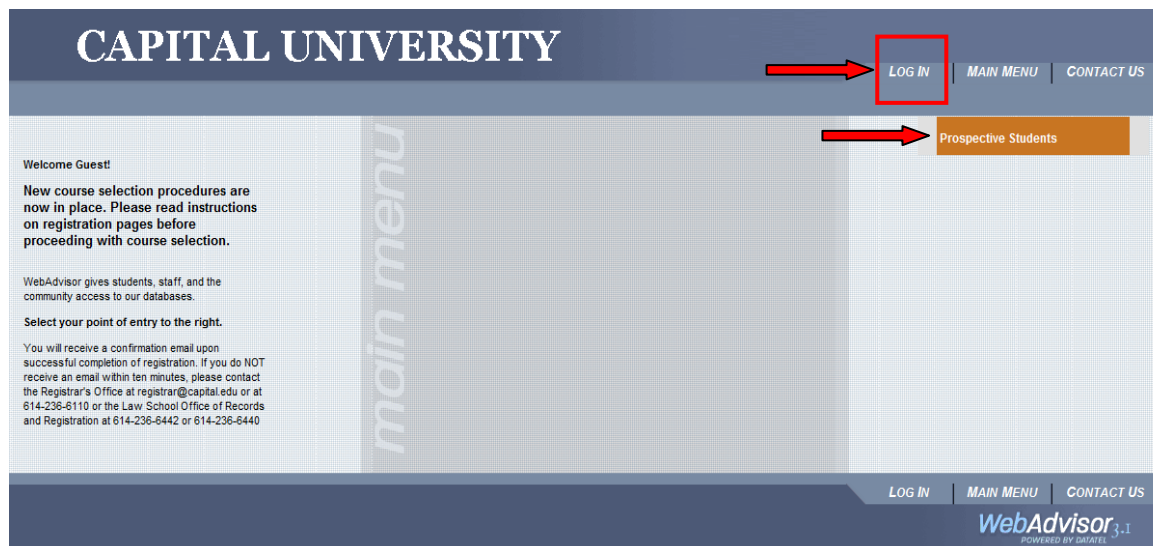
<https://inside.capital.edu> and click on WebAdvisor under Online Tools



Step 2: Logging into WebAdvisor

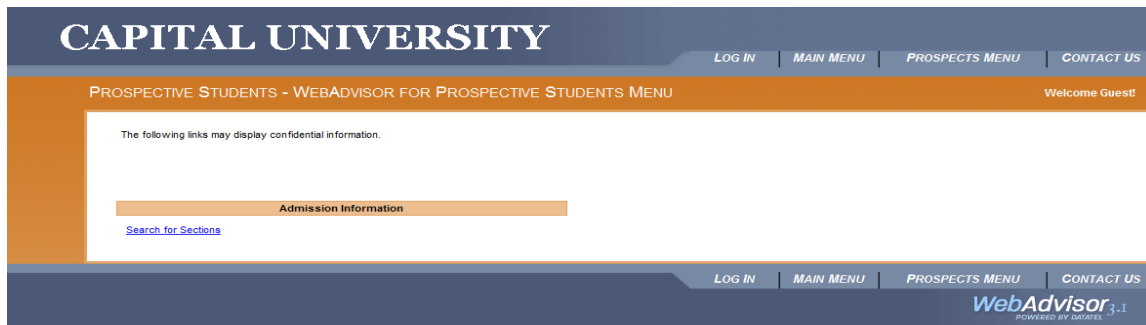
If you are current faculty, staff or student, you will need to **log into** WebAdvisor with your university ID username and password.

If you are a prospective student, you should click on the tab marked "**prospective student**".



Step 3: Using WebAdvisor

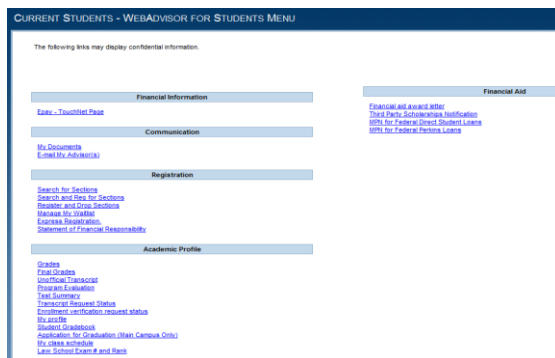
Prospective students should see this screen.



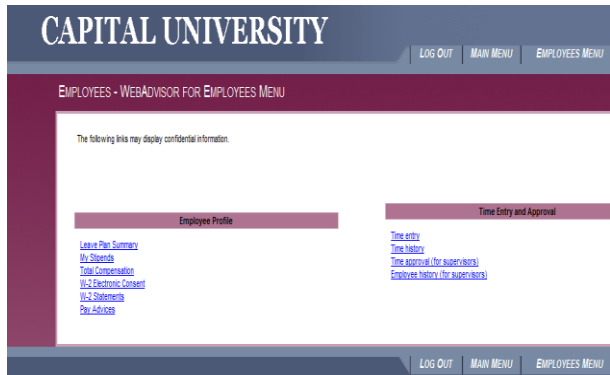
Current faculty, staff and students should see this screen after logging in. Choose the appropriate tab based on your affiliation with the university.



Student WebAdvisor Menu:



Faculty/Staff WebAdvisor Menu:



Epay/TouchNet - Pay bill

Search for Sections - Search courses

Register/Drop Sections - Register/drop courses

Manage My Waitlist - See your class waitlist

Search/Register for Sections - Register for courses

Express Registration - Register for classes using a "synonym"

(ex:HIST 100-01 (12345) ← Synonym

Grades - View your midterm grades

Final Grades - View your final grades at the end of semester

Unofficial Transcript - View your unofficial transcript

My Class Schedule - View a copy of your class schedule