

# **Holland College**

# **WebAdvisor Guide**

**Version 1.9- October 12, 2010**

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## **WebAdvisor for Applicants**

### **Getting Started**

WebAdvisor is a web-based tool used by applicants, students, and graduates to access application statuses, outstanding documents, unofficial transcripts, update student profiles, check financial status, apply for graduation and printing of T2202A's (Tuition Income Tax Receipt).

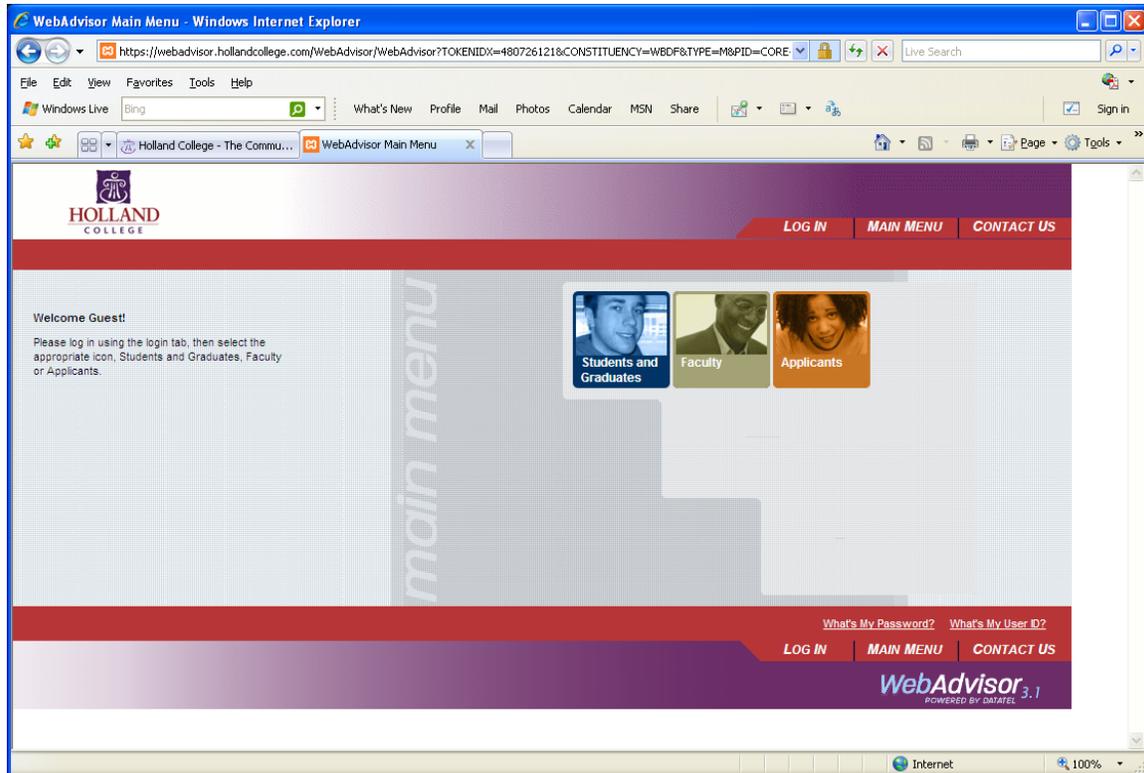
To access WebAdvisor you must use your assigned WebAdvisor Username and Password. Username and Passwords may be located in an email you received from Holland College, letter of acknowledgement or acceptance letter. Using your Username and Password you can access WebAdvisor from anywhere you can access the Internet and review your information online.

### **Accessing WebAdvisor**

To get started you need to connect to the Internet on your computer. Once you are online you need to "browse" to the Holland College WebAdvisor webpage. The address is...

<https://webadvisor.hollandcollege.com/WebAdvisor/WebAdvisor>

When you enter this address and load the page you will see a screen like the one pictured here. (Next page)



As you can see, this is the WebAdvisor Main Menu and contains links for each type of WebAdvisor user.

There are also a number of links at the top and bottom of this screen in the header and footer. They include...

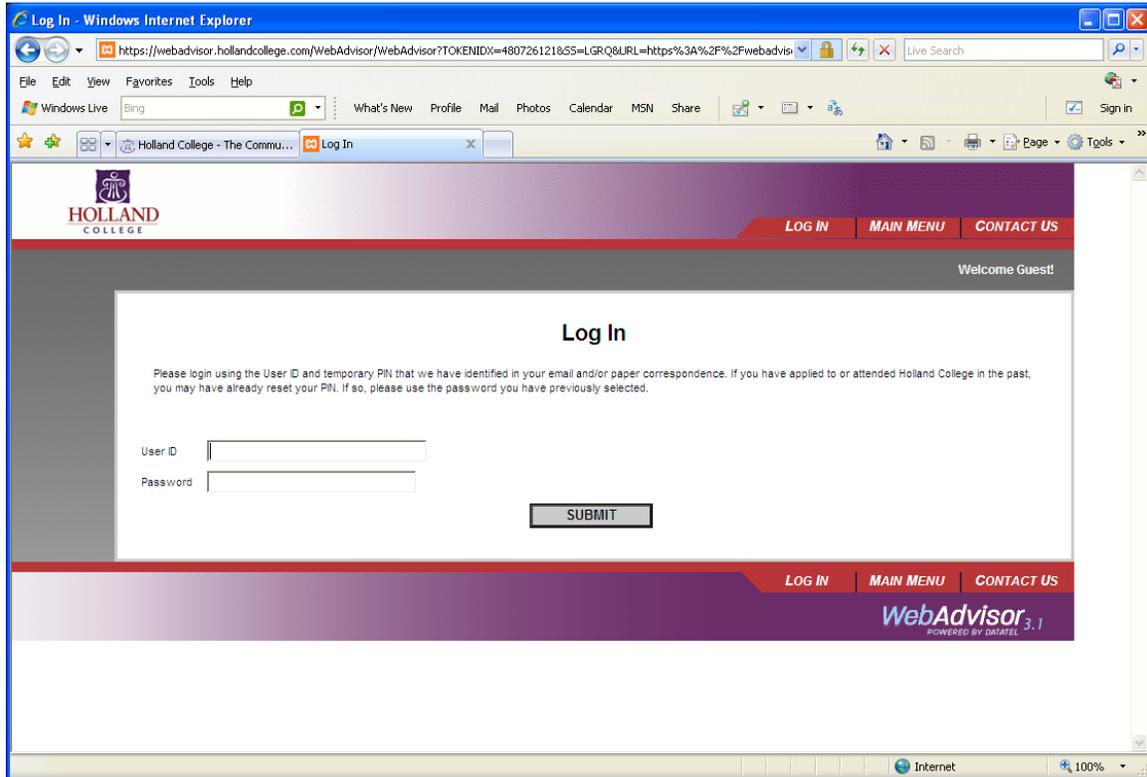
- **Main Menu:** which, when clicked, takes you back to the previous menu.
- **Log In:** Displays the Log In Screen.
- **Contact Us:** This displays names and phone numbers of contacts if you are experiencing problems..

These options are available on most of the WebAdvisor screens.

At this point you can click on the “**Log In**” link displayed at the top of the screen in the header.

## The “Log In” Screen

Log in with your assigned username and password.



The screenshot shows a web browser window titled "Log In - Windows Internet Explorer". The address bar displays the URL: <https://webadvisor.hollandcollege.com/WebAdvisor/WebAdvisor?TOKENIDX=480726121&SS=LGRQ&URL=https%3A%2F%2Fwebadvis...>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Windows Live toolbar shows Bing, What's New, Profile, Mail, Photos, Calendar, MSN, and Share. The page content features the Holland College logo in the top left, a navigation bar with "LOG IN", "MAIN MENU", and "CONTACT US" links, and a "Welcome Guest!" message. The main heading is "Log In". Below it, a message reads: "Please login using the User ID and temporary PIN that we have identified in your email and/or paper correspondence. If you have applied to or attended Holland College in the past, you may have already reset your PIN. If so, please use the password you have previously selected." There are two input fields: "User ID" and "Password". A "SUBMIT" button is centered below the fields. At the bottom of the page, there is another navigation bar with "LOG IN", "MAIN MENU", and "CONTACT US" links, and the "WebAdvisor 3.1" logo with "POWERED BY DATATEL" below it. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Once you enter your assigned username and password you will be taken to the “**Change Password**” screen so you can create your own private password. See screen shot. Your new password must be between 6 and 9 characters and include both letters and numbers.

Change Password - Windows Internet Explorer

https://webadvisor.hollandcollege.com/WebAdvisor/WebAdvisor?TOKENIDX=8324022196855=CLPQ&URL=https%3A%2Fwebadvisor.hollandcollege.com%2FWebAdvie

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LOG OUT MAIN MENU CONTACT US

### Change Password

Please choose a new password. Your new password must be 6 to 9 characters long and include both letters and numbers.

\* = Required

User ID\*

Old Password\*

New Password\*

Confirm Password\*

Hint

SUBMIT

LOG OUT MAIN MENU CONTACT US

WebAdvisor  
POWERED BY DATATEL 3.1

## The “WebAdvisor for Applicants” Menu

The “WebAdvisor for Applicants” Screen shown here lists all of the menu options/features of WebAdvisor available to Applicants

WebAdvisor for Applicants - Windows Internet Explorer

https://webadvisor.hollandcollege.com/WebAdvisor/WebAdvisor?TOKENIDX=480726121&type=M8&constituency=WBAP&pid=CORE-WB

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LOG OUT MAIN MENU APPLICANTS MENU CONTACT US

### APPLICANTS - WEBADVISOR FOR APPLICANTS MENU

Welcome Test!

The following links may display confidential information.

|  |  |
|--|--|
| <p><b>User Account</b></p> <p><a href="#">NEW Address Change Routine</a></p> <p><a href="#">Student User Guide</a></p> | <p><b>Communication</b></p> <p><a href="#">What's left to complete my application?</a></p> |
| <p><b>Admission Information</b></p> <p><a href="#">Admission Status</a></p>  |  |

LOG OUT MAIN MENU APPLICANTS MENU CONTACT US

WebAdvisor  
POWERED BY DATATEL 3.1

Each of these sections contains one or more menu options that you may click on to execute their function.

The link **“What’s left to complete my application?”** shows all documents required to complete your application. This screen will show what we have received and what we have not received. Those documents that we have received will have a received date by them.

What's left to complete my application? - Windows Internet Explorer

https://webadvisor.hollandcollege.com/WebAdvisor/WebAdvisor?TOKENIDX=480726121&SS=28;APP=CORE&CONSTITUENCY=WBAP

APPLICANTS Welcome Test!

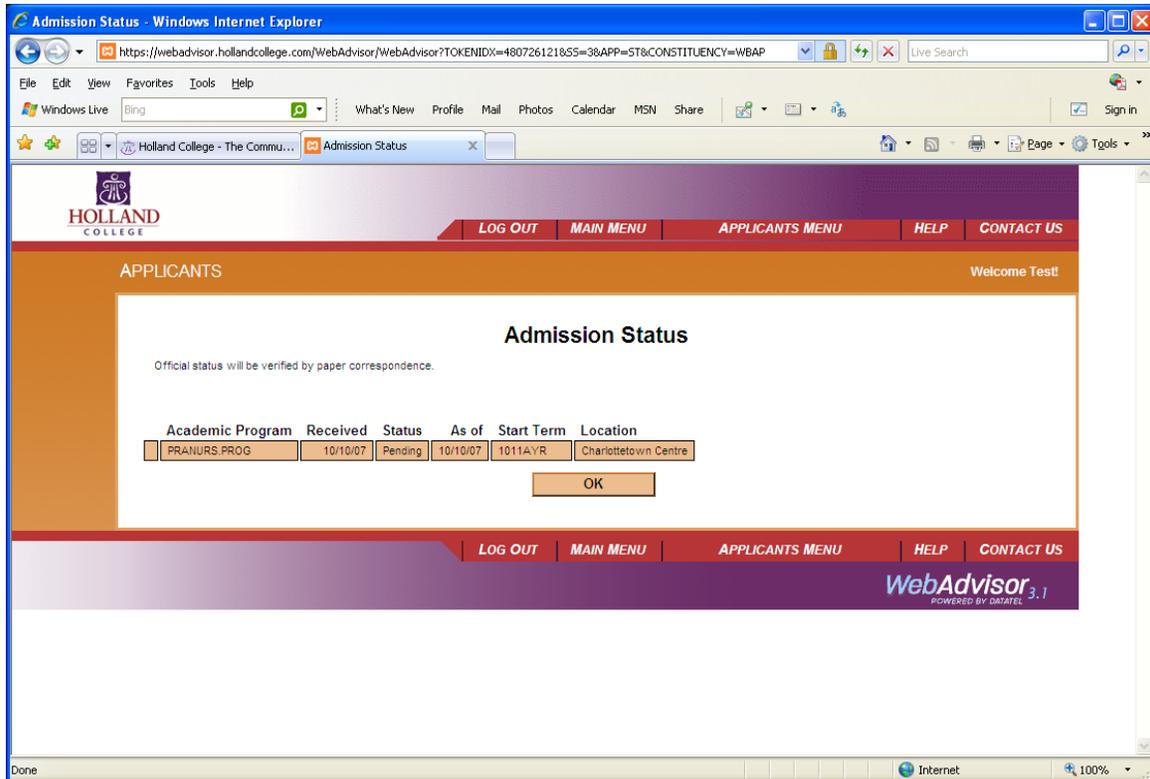
### What's left to complete my application?

Official requirements will be verified by paper correspondence.  
 Every application requires at minimum a high school transcript and resume to be processed.  
 While Holland College makes every attempt to enter documents as quickly as possible, there may be delays in entry around our application review date.

| Requirements                  | Description  | Received On  |                                     |                          |
|-------------------------------|--------------|--------------|-------------------------------------|--------------------------|
| Acad. 11/12 Biology Min. 70%  |              | 10/10/07     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Academic or General Grade 12  | Colonel Gray | 10/10/07     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reference Form 1              | T. MacCallum | 10/10/07     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Academic Math 11/12 Min 65%   |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Attend Information Session    |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Basic Rescuer Level C         |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Gr. 12 Acad. English Min. 70% |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Medical Form                  |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Police Criminal Records Check |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Reference Form 2              |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Resume                        |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Standard First Aid            |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |
| Valid Driver's License        |              | Not Received | <input type="checkbox"/>            | <input type="checkbox"/> |

OK

The **“Admission Status”** link shows current activity/status of your record.



## WebAdvisor for Current Students

### Getting Started

WebAdvisor is a web-based tool used by applicants, students, and graduates to access application statuses, outstanding documents, unofficial transcripts, update student profiles, check financial status, apply for graduation and printing of T2202A's. (Tuition Income Tax Receipt)

To access WebAdvisor you must use your assigned WebAdvisor Username and Password. Username and Passwords are located on your proof of registration form which you received from Admissions on registration day. Using your Username and Password you can access WebAdvisor from anywhere you can access the Internet and review your information online.

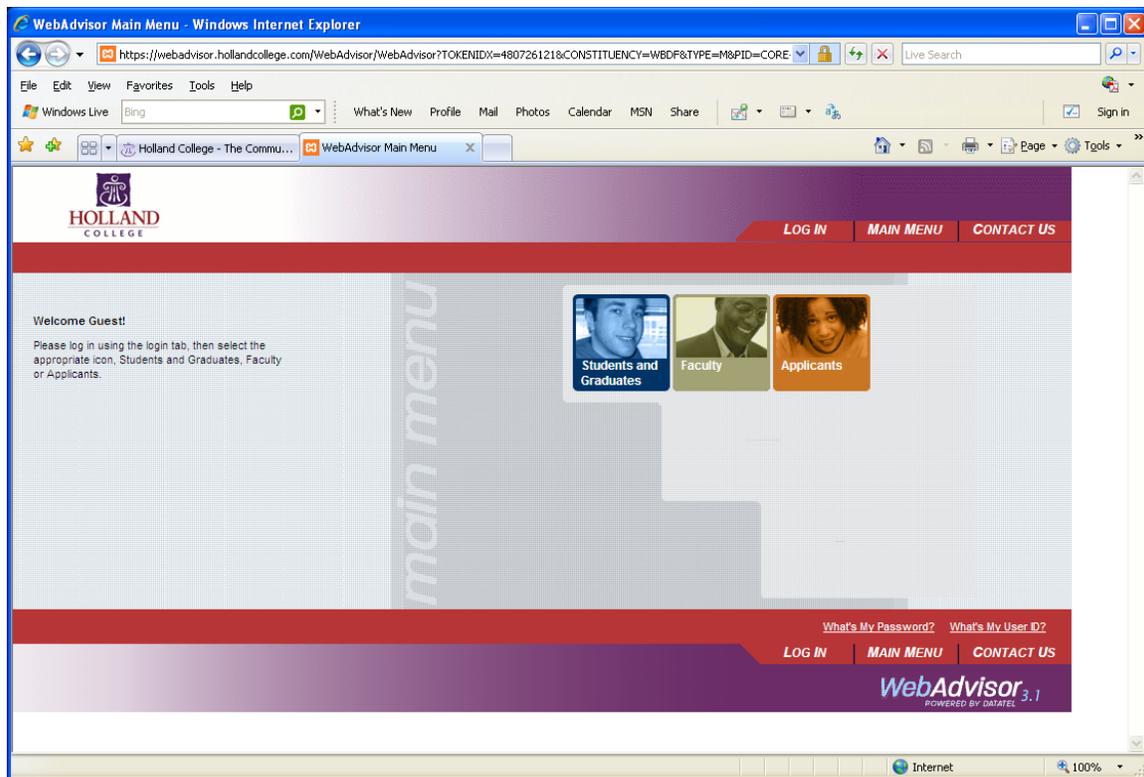
***NOTE: If you have already logged into WebAdvisor and updated your password, you must now log into Novell and reset your password to the same password you are using for WebAdvisor. If you haven't logged into WebAdvisor previously, please log into Novell first to reset your password.***

## Accessing WebAdvisor

To get started you need to connect to the Internet on your computer. Once you are online you need to “browse” to the Holland College WebAdvisor webpage. The address is...

<https://webadvisor.hollandcollege.com>

When you enter this address and load the page you will see a screen like the one pictured here.



As you can see, this is the WebAdvisor Main Menu and contains links for each type of WebAdvisor user.

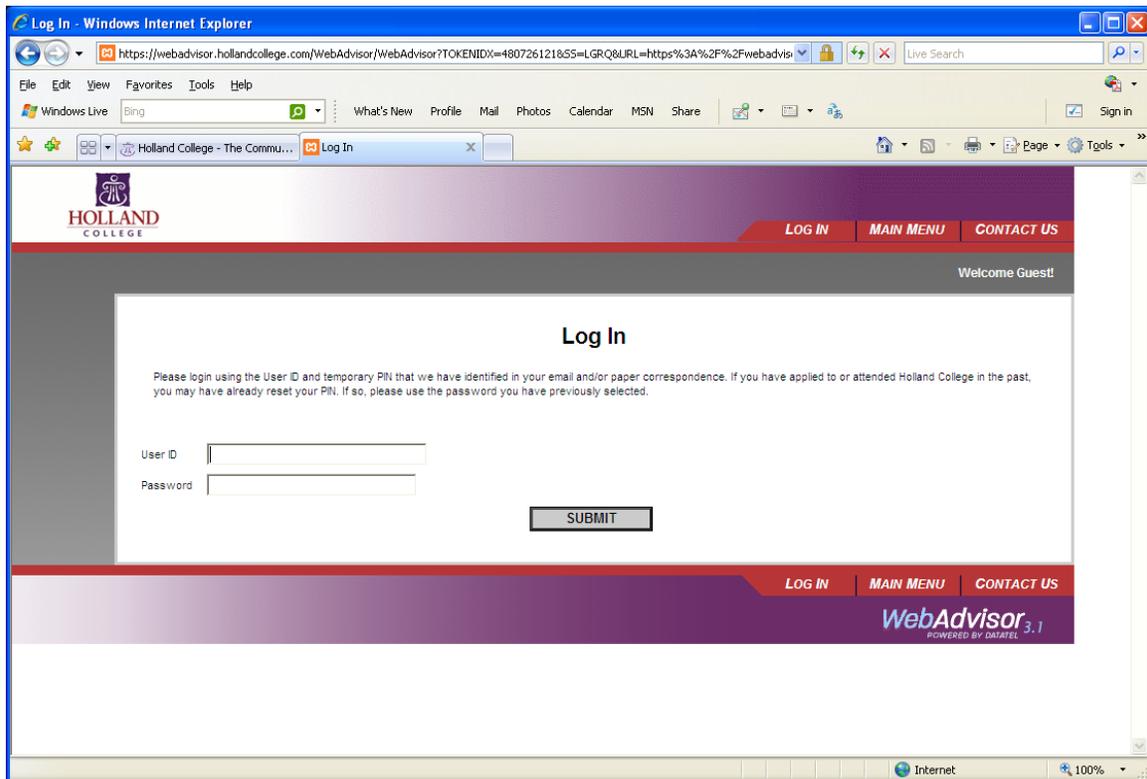
There are also a number of links at the top and bottom of this screen in the header and footer. They include...

- **Main Menu:** which, when clicked, takes you back to the previous menu.
- **Log In:** Displays the Log In Screen.
- **Contact Us:** This displays names and phone numbers of contacts if you are experiencing problems..

These options are available on most of the WebAdvisor screens.

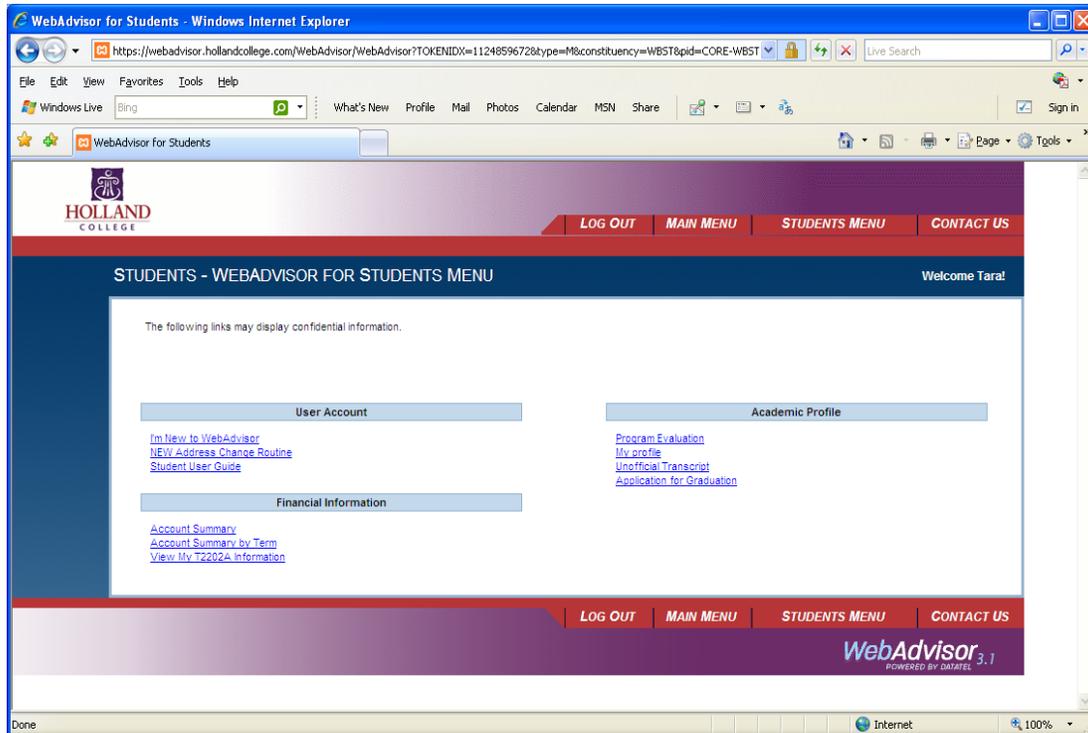
At this point you can click on the “**Log In**” link displayed at the top of the screen in the header.

## The “Log In” Screen



## The “WebAdvisor for Students” Menu

The “**WebAdvisor for Students**” Screen shown here lists all of the menu options/features of WebAdvisor available to Students.



Each of these sections contains one or more menu options that you may click on to execute their function.

*Please note that when you select any of these functions WebAdvisor checks to see if you are logged into the application and, if you are not, you will be presented with the Login Screen as described earlier in this document.*

## The “Address Change” Screen

This screen displays a simple form that allows you to update your address, telephone, and email contact information. At the bottom of the screen below the form is a “Submit” button that you can click on to save any changes you have made to your personal information. (See screen shot on next page)

**NEW Address Change Routine - Windows Internet Explorer**

Address Information For  
Test Student

Street Address/Apartment  
140 Weymouth St.

City: Charlottetown Province: Prince Edward Island Postal Code: C1A 4V4

Phone Number: 902-566-1234 Ext: Type: Home

E-Mail Address: teststudent@hollandcollege.com

Effective Start: 10/07/10 Effective End:

**SUBMIT**

LOG OUT MAIN MENU APPLICANTS MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

## T2202A's – Income Tax Receipts

Simply click on the link **“View My T2202A Information”** to view and print your tax receipt. Simply select the year you would like. The form will appear and then it can be printed.

**View My T2202A Information - Windows Internet Explorer**

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LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

STUDENTS Welcome Tara!

**View My T2202A Information**

Tax Year  
2009  
2008

**OK**

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Get the most current version of Adobe Reader.

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1  
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## **Program Evaluation**

Program Evaluation will show you a listing of all courses yet to complete for your program and show the grades of the courses which have been graded to date. It is a complete history of work to date. Think of it as a journal of your progress at Holland College.

## **Unofficial Transcript**

Simply click on this link to view and print a copy of your “unofficial” transcript.

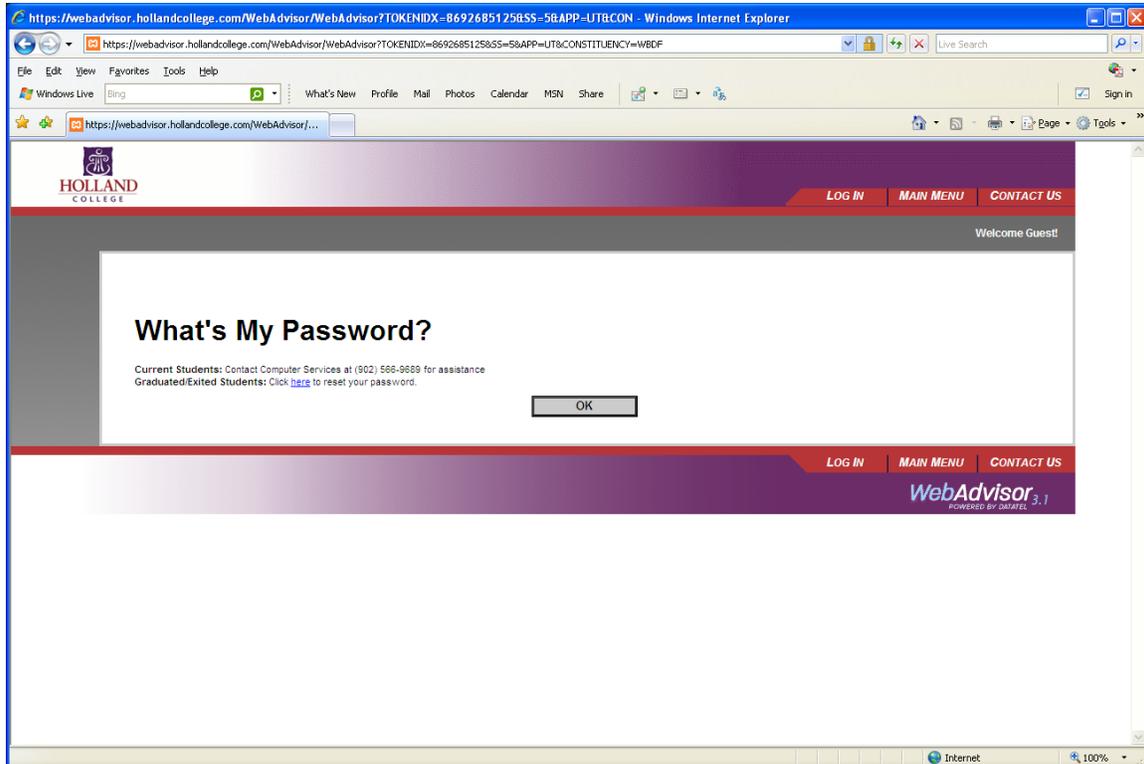
## **Application for Graduation**

All students are required to apply for graduation online. To apply for graduation simply click on this link. We are looking for how you would like your name to appear on your diploma and in the program distributed to guests at the graduation ceremonies. It is also where you can update your address before you graduate.

## **WebAdvisor for Graduates**

Graduates can view or print their unofficial transcript from WebAdvisor, along with their T2202A form after graduation. Graduates have access to WebAdvisor even after graduation. The links are called “**Unofficial Transcript**” and “**T2202A Form (Income Tax Receipt)**”.

To access WebAdvisor after graduation click on the link “**What’s My Password?**” Then click the word “here” (in blue).



You will now be prompted to enter your last name and SIN # or Student id #. Please hit submit. On the next screen select your email from the drop down box and then hit submit. Your new **TEMPORARY PASSWORD** will now be emailed to you. If you have no email address in the drop down box, please contact Admissions.

Reset my password - Windows Internet Explorer

https://webadvisor.hollandcollege.com/WebAdvisor/WebAdvisor?TOKENID=X=8692685125855=68APP=CORE

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in

Reset my password

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LOG IN MAIN MENU HELP CONTACT US

Welcome Guest!

### Reset my password

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

\* = Required

Last Name \*

---

SIN

OR

Student Number

---

SUBMIT

LOG IN MAIN MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

Done Internet 100%

## Getting Help

For End User Support on the use of WebAdvisor contact:

Tara MacCallum Admissions 566-9655 or  
[tmaccallum@hollandcollege.com](mailto:tmaccallum@hollandcollege.com)

For reset of username and/or password:  
Computer Services 566-9689