How to use Web Advisor to register for classes online

This guide will show you step by step how to use Web Advisor to register for classes.

1. To access Web Advisor, go to

https://www.asumidsouth.edu/learning-management-portal/ and click on the button that says "Access My Account".

← → C ☆ ● asur	nidsouth.edu/learning-management-portal/	Career Or	pportunities	Foundation	My Canvas	N
Arkansas st MID-	ate university SOUTH		About Us -	Programs -	Apply Now -	Pay fo
	Greyhound Portal Launch My Email		Launch My C	'anvas		
	ACCESS MY EMAIL			ACCESS MY	COURSES	
	You will be prompted for your full email addres password. The password is the same as your net password.	s and twork	 You will be password. Your userr password is t 	e prompted for yo name is your full e the same as your	email address and network password	
			Mobile App I	nstructions Here!		
			*Canvas logi	n issues? Please	e read below.	
	WebAdvisor – Financial, registration and grade	S	My Help Des	k		
	ACCESS MY ACCOUNT			ACCESS HE	LP DESK	
	How to register with WebAdvisor PDF		Helpful instr	ructions included		

2. At the login screen, login with your username (part of your email address before @) and network password.

			LUG IN	MAIN MENU
		and the second second		We
		Log In		
User ID: ejmuniz	<u>Z</u>			
Password: ******** Show Hint:	**			
		SUBMIT		

3. Once logged in, click on the blue bar which reads "Students"

arkansas state university MID-SOUTH		Change Password	Log Out Main Menu	Contact Us
Don't wait for long registration lines! See your advisor now! Don't get bumped out of your classes! TUITION IS DUE DECEN	IBER 10th BY 4:30 P.M.			
Welcome Tom!		Continuing Educati	ion	
Payment Options: 1. Financial aid - if you have applied and been approved. Phone: 870.733.6729 - Email: finaid@midsouthcc.edu		Students		>
2. Set up a payment plan using FACTS Tuition Management. For more information please click this link: E-Cashier.		Employees		
If you have any questions about your amount due, please contact the Finance Office at 870.733.6714.				
		Account Information	on I'm New to WebAdvisor Wha LOG OUT MAIN MENU	t's My Password? Contact Us
			WebA	dvisor3.1

4. From the student page, under the registration heading, click search for sections

arkansas state university MID-SOUTH	Change Password	Log Out	Main Menu	Students Menu	CONTACT US
Don't forget to pre-register to avoid the LONG registration lines!					
CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU					Welcome Tom!
The following links may display confidential information.					
line Account			Communic	ation	
User Account I'm New to WebAdvisor What's my User ID? What's my password Change Password Address Change	My Doc E-mail M	iments ly Advisor(s)	Registrat	ion	
Financial Information View Account and Make Payments Account Summany	Register Register	and Drop Section and Pay for Conti	s nuing Education Class	<u>es</u>	
Account Summary by Term 1098 Electronic Consent View My 1098-T Forms Bank Information (U.S.) Account Statement	Grades Grade P Transcri Program	oint Average by Te pt Evaluation	Academic F	Profile	
Financial aid status by year Financial aid status by term Financial aid status by term Financial aid avard letter	My éduc My class My, profi	ational plan schedule e			
	Change Password	Log Out	MAIN MENU	Students Menu WebA	CONTACT US dvisor3.1

5. On the Register for Sections screen, click search and register for sections

MID-SOUTH	Change Password	Log Out	Main Menu	Students Menu	Contact Us
CURRENT STUDENTS					Welcome Tom!
Register for Sections Base choose which type of the type of type	our preferred list of sections and then register for them section (or synonym) of the sections for which you wis ed list and would like to now register. siso allow you to drop a section while you register for a OK	h to add to your pr nother.)	eferred list and then r	egister (Example: MATH*100*01	or Synonym
	CHANGE PASSWORD	LOG OUT	MAIN MENU	STUDENTS MENU WebA	dvisor3.1

6. Next, select the term you want to register for and the subject and click submit

ARKANSAS STATE UNIVERSITY MID-SOUTH	Change Password	Log Out	Main Menu	STUDENTS MENU	HELP CONTACT US
Current Students					Welcome Tom!
	Search/Register	for Sectio	ns		
** Before you try to Register click on My Holds / Restrictions					
Holds and Restrictions <u>must</u> be cleared to Register.					
Term Spring 2019					
Starting On/After Date Ending By Date					
Subject Course Level	Course Number Secti	ion			
V	•				
· ·					
· · · · · · · · · · · · · · · · · · ·					
Sections Meeting After Sections Ending Before	•				
Mon 📄 Tue 📄 Wed 📄 Thu 📄 Fri 📄 Sat	Sunday				
Course Title Keyword(s)					
Location V Academic Level V					
Instructor's Last Name					
	SUBMIT				
	Change Password	Log Out	MAIN MENU	STUDENTS MENU	HELP CONTACT US
					WebAdvisor3.1

7. Select the class section you want out of the list of available classes, and click submit

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Welcon Surreent Students Narrow my search Re-sort my results TERM Term, Section Name Credits Credits <t< th=""><th>ses that do not i</th><th>neet your se</th><th>election crite</th><th>eria may be displayed.</th><th></th><th></th><th></th><th>-</th><th>_</th><th></th><th></th></t<>	ses that do not i	neet your se	election crite	eria may be displayed.				-	_		
Section Selection Results Narrow my search Re-sort my results TERM Term, Section Name Credits Center Status Section Name and Trite Location Meeting Information Faculty Available/ Capacity Credits Center Spring Open ARTS-1102-01 (15419) Main 01/15/2019-05/02/2019 Letture Tuesday, Thursday 01:15PM - 02-40PM, 2019 Main 01/15/2019-05/02/2019 Letture Tuesday, Thursday 01:15PM - 02-40PM, 2019 Kouillard 5 / 14 3.00 Altono Spring Open ARTS-112-30.1(1542) Campus Suithland Greyhound, Room 122 Campus Suithland Greyhound, Room 122 Spring Open ARTS-112-30.1(1542) Main 01/15/2019-05/02/2019 Letture Tuesday, Thursday 01:15PM - 02-40PM, Rouillard 5 / 14 3.00 Altono Spring 5 / 14 3.00 Spring 5 / 14 3.00 Spring 5 / 14 3.00 Spring Spring Spring Spring Spring Open ARTS-112-30.1(1542) Main 01/15/2019-05/02/2019 Letture Tuesday, Thursday 11:10AM - 12:35PM, M. Field 7/24 3.00 Spring Spring Open ARTS-112-39.7(1542) Spring Spring Open <t< th=""><th>CURRENT</th><th>STUDE</th><th>NTS</th><th></th><th></th><th></th><th></th><th></th><th></th><th>1</th><th>Welcome</th></t<>	CURRENT	STUDE	NTS							1	Welcome
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Spring 2019 Open ATTS-103-01 (15419) Main Campus 01/15/2019-05/00/2019 Lecture Tuesday, Thursday 09:35AM - 11:00AM, Southland Greyhound, Room 122 M. M. 6 / 24 3.00 Spring 2019 Open ATTS-103-02 (15420) Main Campus 01/15/2019-05/02/2019 Lecture Tuesday, Thursday 01:15PM - 02:40PM, Southland Greyhound, Room 122 M. 6 / 24 3.00 Spring 2019 Open ATTS-103-02 (15420) Main Campus 01/15/2019-05/02/2019 Lecture Tuesday, Thursday 01:15PM - 02:40PM, Southland Greyhound, Room 122 M. Field 7 / 24 3.00 Spring 2019 Open ATTS-1123-97 (15422) Students 01/14/2019-05/06/2019 Lecture Tuesday, Thursday 11:10AM - 12:35PM, Southland Greyhound, Room 122 M. Field 7 / 24 3.00 Spring 2019 Open ATTS-1123-97 (15422) Students 01/14/2019-05/06/2019 Telecommunications Days to be Announced, Intro In Theatre Intro In Theatre Students 01/14/2019-05/06/2019 Telecommunications Days to be Announced, Intro In Theatre 9 / 24 3.00	Senc	t Term	Status	Section Name and Title	Location	Meeting Information		Faculty	Available/ Capacity	Credits	CE
Spring 2019 Open ARTS-1103-02 (15420) Art Aporeciation Main Campus 01/15/2019-05/02/2019 Lecture Tuesday, Thursday 01:15PM - 02:40PM, Southland Greyhound, Room 122 M. Rouillard Field 7/14 3.00 Spring 2019 Open ARTS-1123-01 (15421) Into to Theatre Main Campus 01/15/2019-05/02/2019 Lecture Tuesday, Thursday 01:15PM - 02:40PM, Southland Greyhound, Room 122 M. Field 7/24 3.00 Spring 2019 Open ARTS-1123-07 (15422) Into to Theatre Student's Home 01/14/2019-05/06/2019 Telecommunications Days to be Announced, Into to Theatre M. Field 9/24 3.00		Spring 2019	Open	ARTS-1103-01 (15419) Art Appreciation	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thu Southland Greyhound, Room 122	irsday 09:35AM - 11:00AM,	M. Rouillard	6/24	3.00	
Spring 2019 Open ARTS-1123-01 (15421) Into to Theatre Main Campus 01/15/2019-05/02/2019 Lecture Tuesday, Thursday 11:10AM - 12:35PM. M. Field 7 / 24 3.00 Spring 2019 Open ARTS-1123-97 (15422) Into to Theatre StudenTs 01/14/2019-05/06/2019 Telecommunications Days to be Announced, Into to Theatre M. Field 9 / 24 3.00		Spring 2019	Open	ARTS-1103-02 (15420) Art Appreciation	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thu Southland Greyhound, Room 122	irsday 01:15PM - 02:40PM,	M. Rouillard	5/14	3.00	
Spring 2019 Open ARTS-1123-97 (15422) Student's Home D1/14/2019-05/06/2019 Telecommunications Days to be Announced, M. Field 9 / 24 3.00		Spring 2019	Open	ARTS-1123-01 (15421) Intro to Theatre	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thu Southland Greyhound, Room 122	irsday 11:10AM - 12:35PM,	M. Field	7/24	3.00	
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		Spring 2019		Intro to Theatre	Home				10		75
JUBMIT		Spring 2019		Intro to Theatre	Home	SUBMIT		18 - 17			
		Spring 2019		Intro to Theatre	Home					1 <i>11</i>	<u>My Sc</u>
SUBMIT My S Change Password Log Out Main Menu Students Menu Help Cont 14/ob A duing		Spring 2019		Intro to Theatre	Home	CHANGE PASSWORD LOG C	DUT MAIN MENU	Stud	ents Menu	HELP	My So Cont

8. Lastly, select Register from the drop down menu next to your class and click submit.

arkansas state university MID-SOUTH					
	Change Password	Log Out Main	Menu Students N	Nenu Help	Contact Us
IMPORTANT: All new registrations and drops will be finalized when you click submit. You w	ill be provided with a receipt of your actions			_	
CURRENT STUDENTS					Welcome Tom!
	Register and Dr	op Sections			
Name Tom L. Cook					
Action for ALL Pref. Sections (or choose below)	¥				
Preferred Sections Action Term Section Name and Title Spring ARTS-1103-01 (15419) Art Appreciation	Location Meeting Information Main 01/15/2019-05/02/2019 0 Campus 11:00AM, Southland Gre) ecture Tuesday, Thursday 05 yhound, Room 122	Faculty Ava Cap 35AM - M. 6 / 24 Rouillard	ilable/ acity Credits 4 3.00	CEUs
Register Gu Register Pass/Fail Audit udit Remove from List You are not currently register Waitlist You are not currently register	Location Meetin	ng Information Facult	y Credits CEUs		
If one of my choices is not available ALL Allow me to adjust all					
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	Change Password	Log Out Main	Menu Students N	Manage Waitilis Menu Help WebAc Powers	t <u>My Schedule</u> Contact Us VISOF 3.1