

Accessing Web Advisor

- Go to www.bucks.edu and click on **Web Advisor**, (on the left side of the page)
- Click on **Log In** (top or bottom of screen).
- Your username will consist of your last name and first initial, lowercase letters and if necessary, a random number sequence. For example, John Smith's user account might be smithj4567.

First Time Users:

- Your password is "bd" and your birth date, bdmmdyy format. You will be prompted to change it immediately. Your User ID is your last name and first initial, lowercase letters and if necessary, a random number sequence. For example, John Smith's user account might be smithj4567.
- Create a new password using both letters and numbers. It must be 6 to 9 characters. Pick something that is easy to remember but difficult for others to guess, even if they know you. **Please include your password hint! Your password hint can be seen by anyone who knows your login name, so it should never include your actual password.**
- You will be returned to the Main Menu. Click on the **Students** link to access the student options.

You can also access the following from Web Advisor.....

Student Bucks Mail

- The **Student Bucks Mail** can be accessed from the homepage of Web Advisor. The link is located on the left under the heading "**Looking for something else?**" Clicking this will log you out of Web Advisor. When logging into the student email for the first time, the procedure will be the same as it was when logging into Web Advisor the first time. The Student Mail log in will need to be changed and can be changed to the same password as the one you use for Web Advisor.

Evaluations

- Under the **Academic Planning section**, click on **Program Evaluation**.
- Choose your active program, or to view another program, choose the "what if" feature.
- Click on **Submit** (only once) and wait.
- If you wish to print a copy of your evaluation, click the **print icon**.

Transcripts

- Under the **Academic Profile section**, click on **Transcript**.
- Click on **Submit**.
- If you wish to print a copy of your transcript, click the **print icon**.

Schedules

- Under the **Academic Profile section**, click on **My Class Schedule**.
- Select the current term from the drop down **Term** box.
- Click on **Submit**.
- If you wish to print a copy of your schedule, click the **print icon**.

Grades

- Under the **Academic Profile section**, click on **Grades**.
- Under the "**Choose One**" column, click in the white box next to the semester you want.
- Click on **Submit**.
- If you wish to print a copy of your grades, click the **print icon**.

IMPORTANT NOTE; MAKE SURE YOU LOG OUT WHEN YOU ARE FINISHED. Click on the Log Out button at the top or bottom of your screen. Do not click on the red "X" at the top of the browser window.

Web Advisor Registration

At the Web Advisor Main Menu:

- Click on **Log In** (upper right hand corner) and enter your username and password.
- Click on the **Students** link.
- Under the **Registration section**, click on the **Register for Sections** link.
- Select the **Search and register for sections** link.
- Select the **Term** from the drop down window.
- Click the drop down arrow to select one or more **Subjects** from the list.
- Type in the **Course number**.
- Click the **Submit** button at the bottom of the window and the list of matching sections appear.
- Click the **box** next to each section for which you would like to register or add yourself to the waitlist and click the **submit** button.
- **NOTE: YOU ARE NOT YET REGISTERED FOR THESE COURSES**
- To complete the registration process, click on the drop down arrow below **Action** and choose **Register** from the drop down menu.
- Click the **Submit** button to finalize your registration.
- You will get a confirmation screen with the classes you registered for. Next to each class it should say **Registered**. If you do not get this message, an error has occurred or the class is full. Please try again or call 215-968-8191 for assistance.

Or...

- If you know the EXACT subject, course number and section code, (comp 110 n01) **Or** the six digit synonym of the course, you can select the **Express Registration** link under the **Register for Sections** link.
- Fill in the following information.
- Click on the Subject drop down arrow and from the list choose the Subject Area.
 - (i.e. CISC, MATH, ACCT)
- Type in the Course # (i.e. 110, 105, 107)
- Type in the Section # (i.e. n03,d59, b10)
- Click on current **Term** drop down arrow to select the term.
- Click on the **Submit** button after all of your courses are entered. This will verify the choices you have made. You will **not** be registered at this point.
- To complete the registration process, click on the drop down arrow below **Action** and choose **Register** from the drop down menu.
- Click the **Submit** button to finalize your registration.
- You will get a confirmation screen with the classes you registered for. Next to each class it should say **Registered**. If you do not get this message, an error has occurred or the class is full. Please try again or call 215-968-8191 for assistance.

Web Advisor Registration

Or...

- Type in the *Synonym* (6 digit number) located under the section number in the catalog of the class you are interested in. This is a short cut. Therefore, no other course information is required.
- Click on the *Submit* button after all of your courses are entered. This will verify the choices you have made. You will *not* be registered at this point.
- To complete the registration process, click on the drop down arrow below *Action* and choose *Register* from the drop down menu.
- Click the *Submit* button to finalize your registration.
- You will get a confirmation screen with the classes you registered for. Next to each class it should say *Registered*. If you do not get this message, an error has occurred or the class is full. Please try again or call 215-968-8191 for assistance.

Last Step...


- Under the *Financial Information section* from the *Students* menu, click on *Account Summary* to check the amount you owe.
- Under the *Financial Information section*, click on *Make a Payment* to pay your tuition bill.

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Common Web Browser Problems

1. *I put my information in and it just “bounces” back at me.....or I get a “DMI” error.*

This can be caused by a couple of things:

- If you are an AOL user, you need to use Internet Explorer 7 or higher or Mozilla Firefox. Minimize AOL and click on the icon  to open IE. AOL doesn't work well with our secure pages.
- You need to check the time in the lower right hand corner of the task bar. Double click on the time, click on time zone. Make sure you are in Eastern Time, US and Canada. If you need to change it make sure that the time is right when you are done. Make sure you have a check mark in “Automatically adjust clock for day light savings”.
- Click on the **tools** menu (top of your screen), and then click on **Internet Options**. Under the **Browsing history** section, do three things:
 1. Delete your cookies.
 2. Delete your temporary internet files.
 3. Click on the **Settings** button. Make sure you have “every time I visit the webpage” checked and change the amount of disk space to 50. This will help your browser to perform better.

2. *I put my information in and I get “invalid password”.*

You log in for the first time using your birth date in the bdmmdyy format. You are prompted to create a new personal password. The new password must contain letters AND numbers and be 6 to 9 characters. PLEASE put in a password hint. The hint will help you to remember your password!!! If you try more than 3 times, your account will be locked out for 15 minutes. After 15 minutes, try again. If your account locks up again, please call the ITS Help Desk to reset your password. The number is listed at the end of this document for help.

If you continue to have problems, **please contact the ITS Help Desk at 215-968-8191 or email webadvisor@bucks.edu**. When emailing, please remember to include your name and birth date.