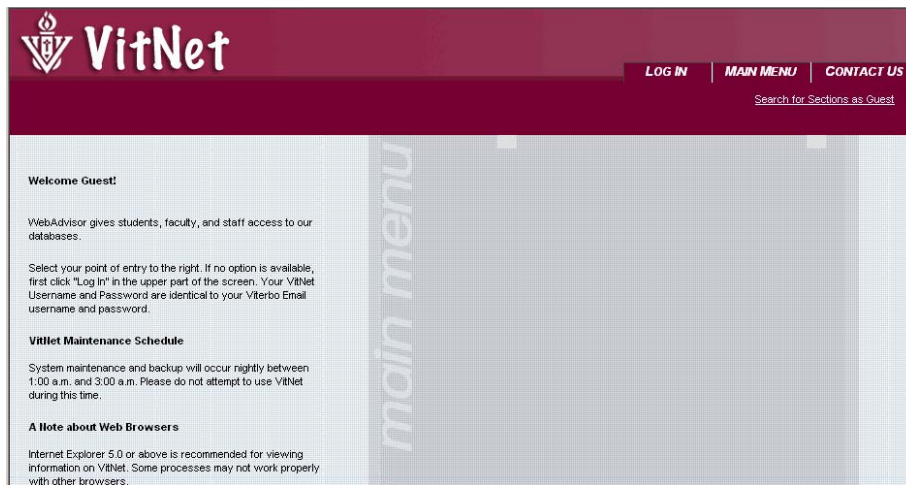


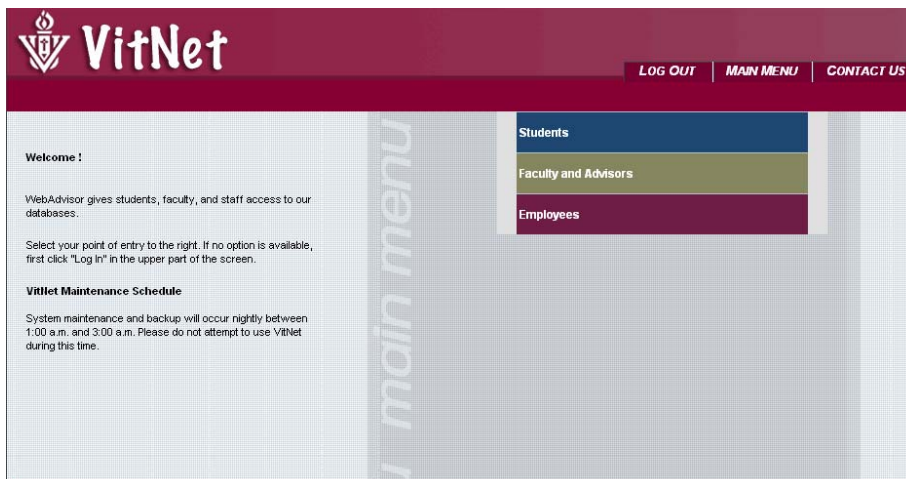
VITERBO UNIVERSITY REGISTRAR'S OFFICE –  
*PROCEDURE MANUAL FOR VITNET SYSTEM*

**STUDENT ACCESS TO VITNET (WEBADVISOR)  
GETTING STARTED/LOGGING IN**

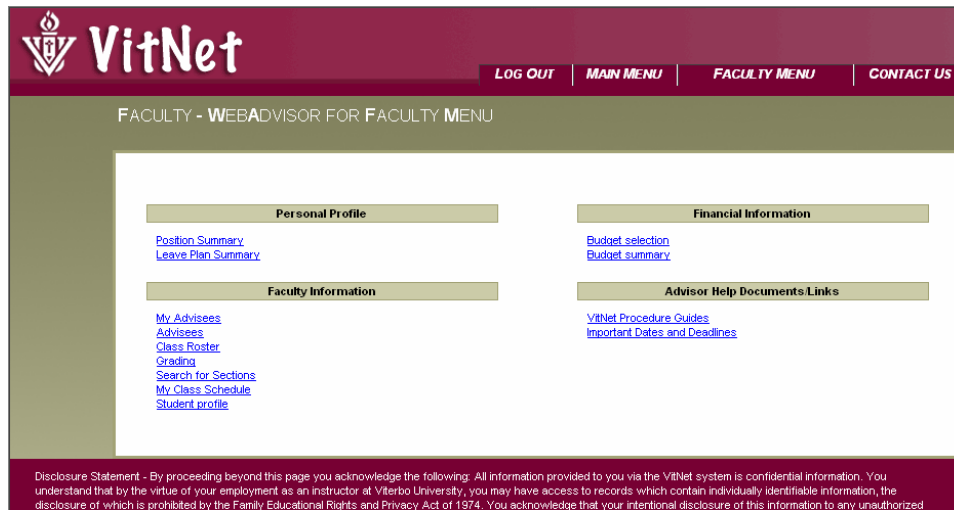
The VitNet system allows Students, Faculty, Advisors, and Employees to view information from the main Colleague student system. As a student you will have access to information such as academic records, financial aid information, and outstanding correspondence as well as access to the online registration component during each semester's registration period. To access VitNet, type <http://webadvisor.viterbo.edu> in the address line of your web browser (usually Internet Explorer, Netscape, or Mozilla).



Click on **LOG IN**. Enter your User ID and password. These are the same as your Viterbo email user ID and password. Please contact the Help Desk at [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu) or x3870 with questions.



Click on **FACULTY**.



The following are options that faculty/advisors have access to and their functions:

My Advisees	Generates a list of your advisees by term. Allows access to degree audit, schedule, transcript, and profile.
Advisees	Summarizes advisee information (program, GPA, and credits)
Class Roster	Displays your class roster(s) selected by term
Grading	Allows you to enter grades by term
Search for Sections	Allows you to search for sections selected by term
My Class Schedule	Displays your class schedule selected by term
Student Profile	Displays a list of personal information for students and advisees

Select one of the options under the Faculty/Advisor Menu. Procedures for each of the menu functions are available in separate procedure guides.

### Notes about VitNet:

1. The back and forward arrows will work to move about the screens.
2. You must use the "Logout" button to logout from the system. Do not just close the screen using the X button.
3. When using the "Grades" workflow, please note that grades prior to the Fall of 2004 term are not available on this screen. Please refer to the "Transcript" view to see grades from previous terms.