

Self Service on WebAdvisor - User Guide

Web Advisor Self-Service Overview and Log-In Instructions:

- Self-Service is a user-friendly access point to your academic and financial records that allows you to monitor your path toward graduation, plan and schedule classes, and keep track of your finances
- Find the **MYACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log in to WebAdvisor with your **USERNAME** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under **ACADEMIC PROFILE** select **Student Planning, Enrollment, and Grades**
- Students have the option to review their progress toward graduation and plan/schedule classes
- By clicking on the bank icon on the left bar, students can also review their bill, determine their financial aid status including documentation needed and awards received, and make a payment and/or sign-up for the Nel-Net payment plan
- Other options include a quick review of your grades, request an official transcript, or view/print an unofficial transcript. These options are available from the graduation cap icon on the left bar

How to Plan and Register Your Courses:

- Find the **MYACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your **USERNAME** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under **ACADEMIC PROFILE** select **Student Planning, Enrollment, and Grades**
- Select Option 1 - **My Progress**
- Review your path toward graduation. Classes that display green are those you are currently in or have completed. Classes that display red are those you still need to complete.
- Once you have decided on the class you want to schedule you can click directly on the course link, or from the **Academics** drop down menu at the top of the screen select the **Course Catalog**
- In Course Catalog you can search by subject, term, location, instructor, etc.
- Once you find the course and section you want, select **Add Section to Schedule**
- Continue this process until you have selected all your classes
- Click on the **Student Planning** drop down menu at the top of the screen and select **Plan & Schedule**
- Select the term (Fall, Spring, Summer) with arrow in upper left corner
- Planned classes will display yellow in calendar or list form
- Click the blue **Register Now** button on the upper right of the screen to register for all the planned courses at once
- Once successfully registered your classes will display green instead of yellow

How to View Your Bill and/or Establish a Payment Plan:

- Find the **MY ACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your **USER ID** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under ACADEMIC PROFILE select **Student Planning, Enrollment, and Grades**

- Click on **Bank Icon** to the left of the screen
- Select **Student Finance**
- Select **Account Summary**
- Click on the semester you want to view
- Click on **View Statement**
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- **To pay your bill in full:**
- Click the **Bank Icon** to the left of the screen
- Select **Student Finance**
- Select **Make Payment**
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- **To establish a payment plan:**
- Click the **Bank Icon** to the left of the screen
- Select **Student Finance**
- Select **Payment Plan**
- This will redirect you to the Nelnet page. You can then follow the prompts to establish your payment plans by the required dates

How to view and print your schedule:

- Find the **MYACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your **USERNAME** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under ACADEMIC PROFILE select **Student Planning, Enrollment, and Grades**
- Select Option 2 - **Plan and Schedule**
- Select the term (Fall, Spring, Summer) with arrow in upper left corner. Select Print in the middle of the screen (under where you selected your term)

How to Drop and/or Add a class:

- Find the **MYACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your **USER ID** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under **ACADEMIC PROFILE** select **Student Planning, Enrollment, and Grades**
- Select Option 2 - **Plan and Schedule**
- Select the term (Fall, Spring, Summer) with arrow in upper left corner
- To drop a class before the semester starts, scroll down course bar on left, select class and click on the blue **Drop** button, a prompt will then ask you to confirm
- To add a class, make sure that it is added to your plan, select the course from the course bar on left, and click on the blue **Register** button
- Planned classes once registered will turn green
- Dropped classes will turn yellow and can be removed from your plan by clicking on the x on upper right corner of course tab
- **NOTE: STUDENTS CANNOT DROP OR ADD ON SELF-SERVICE ONCE THE SEMESTER BEGINS. PLEASE CONTACT THE REGISTRATION OFFICE AT 301-784-5198 OR EMAIL admissions@allegany.edu FOR HELP WITH DROPPING/ADDING AFTER THE SEMESTER STARTS.**

How to View Your Past Grades or Current Midterm Grades:

- Find the **MYACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your **USERNAME** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under **ACADEMIC PROFILE** select **Student Planning, Enrollment, and Grades**
- Click on the **Graduation Cap Icon** to the left of the screen
- Select **Grades** on the drop down menu
- Select the semester you wish to see your grades
- You can also opt to download your unofficial transcript

How to View Your Unofficial Transcript:

- Find the **MYACM** tab at the top ACM homepage, select WebAdvisor from the drop down menu
- Log on to WebAdvisor with your **USERNAME** and **PASSWORD**
- Click on the blue **STUDENTS** bar
- Under **ACADEMIC PROFILE** select **Student Planning, Enrollment, and Grades**

- Click on the **Graduation Cap Icon** to the left of the screen
- Select **Unofficial Transcript** on the drop down menu
- Click on the **Unofficial Transcript** hyperlink
- Your downloaded unofficial transcript can be printed or saved to a file

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