

## WELCOME TO WEB ADVISOR FOR FACULTY

Link to Web Advisor through Sacred Heart Website by clicking on [MYSHU](#)

Web Advisor is a secure site with access for current students and faculty. Through Web Advisor faculty can view their class schedule with meeting information, view rosters, verify rosters and submit grades and warnings. Advisors can view advisees and their advisees' profile and academic progress. Students can search for open classes and register on line, add/drop courses, view their schedule with up-to-date room and instructor information, or check blocks on their registration. Students may view their profile information and send corrections or view their grades and monitor their progress towards their degree goals.

To log into Web Advisor, use your Network/Email user name and password. If you have not activated your account go to MYSHU to either set up your account or to change your password. To do this you must be assigned to a course section in the current or a future semester. You will need to enter your ID number, the last six digits of your social security number and your date of birth. If the system does not recognize this information, contact the Registrar's office. If you do not know your ID number, contact your academic department or the Registrar's Office. If you are having technical problems contact the SHU Help Desk at 203-365-7575 to report your issues.

To view the faculty screens, you must have a FERPA form on file. To access this form please visit the link below:  
[http://www.sacredheart.edu/pages/725\\_ferpa\\_guidelines.cfm](http://www.sacredheart.edu/pages/725_ferpa_guidelines.cfm). The completed form may be faxed to 203.365.7509.

A word about Blackboard and Web Advisor: Blackboard is educational software providing a user-friendly interface with simple point and click access to course content, collaborative workspaces, and online resource centers. On-line courses use Blackboard while traditional classes may use Blackboard for posting important class information. Web Advisor and Blackboard are web-based applications that can be accessed from most locations. However, you must use Web Advisor for official information about enrolled students and to submit your grades.

Once you have entered the Web Advisor site, you must click on the Log In tab and log in before you may access the faculty screens. Unless you are logged in you will be considered a 'guest' with limited access. Your user id and password are the same as your Network Account – be sure to enter your user name in lower case. Choose Faculty to view the Faculty menu (remember you must have a signed FERPA form on file to access faculty screens.)

What are the services available through Web Advisor?

From the Faculty menu you may view your schedule, rosters, student profiles, advisee information and much more. This menu also provides links to other online applications and to IT support.

You can view:

- Your course schedule with meeting information
- Your course restrictions (pre-requisites, etc.)

- Your roster and student profiles
- Bookstore information
- Information about your advisees
- You can submit your:
  - Roster verifications
  - Warning Codes
  - Grades
  - Submit a request to change your address/telephone number on line.
  - ... and much more