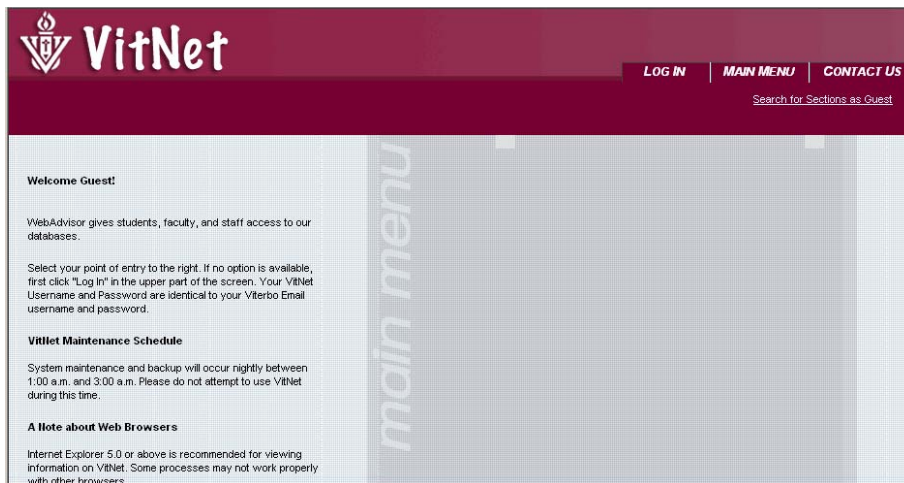


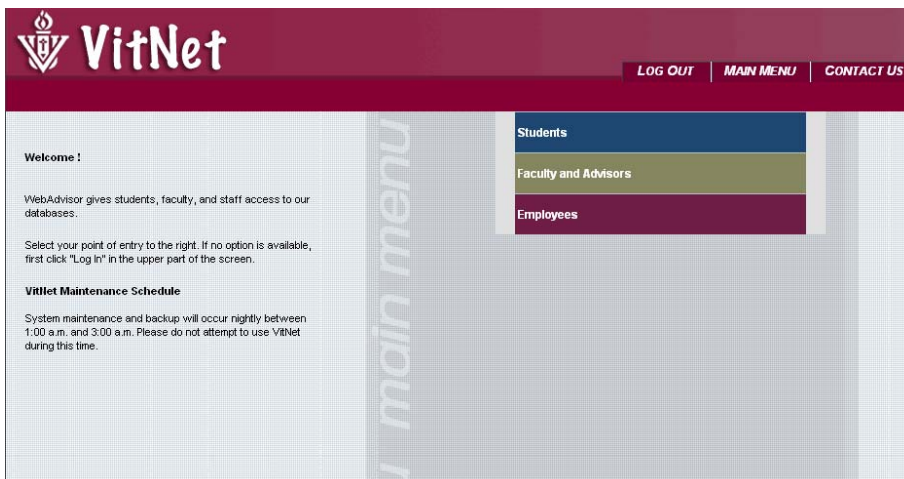
VITERBO UNIVERSITY REGISTRAR'S OFFICE –
PROCEDURE MANUAL FOR VITNET SYSTEM

**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 or x3870 with questions.



Click on **STUDENTS**.

The following links may display confidential information.

Financial Information	Academic Profile
1098 Electronic Consent View My 1098-T Forms My Account Statement Make a Payment Online	Grades Grade Point Average by Term Transcript Degree Audit My class schedule My profile Emergency Contact Update
Financial Aid	Student Help Menu
Financial aid status by year Financial aid status by term Financial aid award letter Accept or reject my financial aid awards	VitNet Procedure Guides Important Fall Dates Important Spring Dates
Registration	
Search for Sections Register for Sections (On-Campus Programs Only) My Registration Time	

The following are options that you as a student have access to and their functions:

Financial Information	Displays your bill and end of the year tax forms. Allows payment on your account.
Financial Aid	Displays Financial Aid Awards selected by terms or school year. Displays latest notice of Financial Aid Awards.
Registration	Allows you to search for sections by term and to register for courses. Displays the assigned registration time for a term.
Academic Profile	Displays grades earned (since 2004), grade point averages, an unofficial transcript, degree audit, class schedule, demographic information. Allows for an update to the emergency contact information on file.
Student Help Menu	Help documents for using VitNet and important dates for students.

Select one of the options under the Students Menu. Procedures for each of the student 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.