

WEB SERVICES – FACULTY ACCOUNTS

A Web Services Account provides faculty with online access to various Ohlone College resources, such as class roster(s); grading—intermediate and final; online searchable schedule of classes; and your class schedule(s). All faculty are eligible to sign up for these services. The steps are very simple and can be completed in about five minutes via the Ohlone College Web page.

Getting a WebAdvisor Account—Step by Step Guidelines

1. Go to the [Ohlone College home page \(http://www.ohlone.edu/\)](http://www.ohlone.edu/).
2. Select the [WebAdvisor](#) link located in the top right corner.
3. Select **Sign up for WebAdvisor** access.
4. Go to step 2 on the displayed Web page; select **I need an Ohlone College web services account**.
5. Complete all required fields to create your own password and hint. Select **Submit** to establish an ID for Web Services. Be sure to make a note of this information!
 - a. You will receive an e-mail confirmation of your request for WebAdvisor access; the confirmation will include your user name.
 - b. Go back to **Step 1** and select **Access for Faculty** to start using WebAdvisor.
 - c. The options menu is displayed on the Main Menu.
 - d. Use the **Send Page** option under the **File** menu to send the information to your personal e-mail address.

Web Services Account Setup

Get an ID and password for access to Ohlone services by completing the information below on WebAdvisor. This information must be the same as your information in the Ohlone database.

Information Field	Description
Colleague ID or Faculty ID Number:	This is a 7-digit number that can be found on your paycheck.
First Name:	Enter your first name as it appears on your paycheck.
Last Name:	Enter your last name as it appears on your paycheck.
Birthdate:	Enter your Date of Birth using the format displayed. Be sure to include all four digits of the year, two digits for the month, and two digits for the day YYYYMMDD (i.e. 19570408)
Zip Code:	Enter the zip code that appears on your paycheck

After you have entered all the information above, select the **Submit** button to complete the sign-up process.