

Academic Information - Portal

Go to today.salve.edu and click on “*Portal Login*”

Generally, your username will be your first name and last name in this format “**firstname.lastname**”. However, check the letter you received from the *Office of Information Technology* to be certain. Your temporary password will also be included in this letter.



If there is a Security section, you can choose “*This is a public or shared computer*” or “*This is a private computer*”. Choose accordingly.

If this is the first time logging in to the Portal, you will be prompted to change your password.

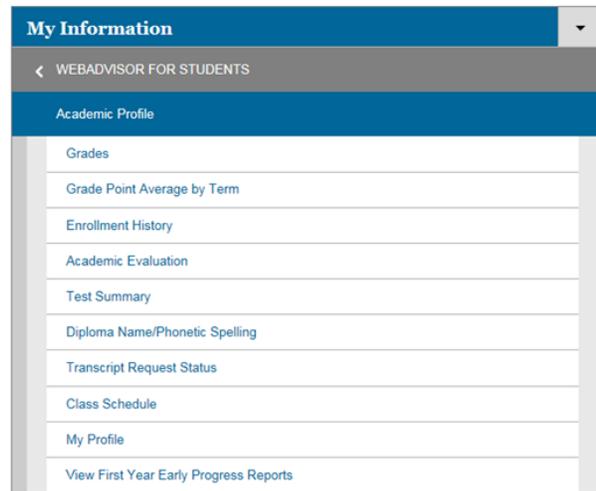
NOTE: *Never give your password out. No one from IT will ever ask for your password, either on the phone or by email.*

My Information is the area where you find information pertaining to your academic career at the university, including;

- User Account
- Student Financial Information
- Student Communication
- Registration
- Academic Profile
- Advising Guides
- Final Exams
- Schedule
- Community Service
- Student Housing



Academic Profile is the location you go to find ***Grades, Grade Point Average by Term, Enrollment History, Academic Evaluation, Test Summary, Diploma Name/Phonetic Spelling, Transcript Request Status, Class Schedule, My Profile, and First Year Early Progress Reports***



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To view your class schedule, go to *WebAdvisor for Students > Academic Profile > Class Schedule* and, using the drop-down list box, choose the semester schedule you wish to see. Then click “*SUBMIT*”

The screenshot shows the Salve Regina University Portal. The user is logged in as M Gibson. The navigation menu includes 'Menu' and 'Notification'. The main content area is titled 'WEBADVISOR FOR STUDENTS' and shows the 'Academic Profile' section. The 'Class Schedule' tab is selected, and the 'Term' dropdown menu is set to 'Spring 2016 Undergraduate'. A red box highlights the 'SUBMIT' button, with a red arrow pointing to it and the text 'Click Submit'. The text 'Choose Semester' is also visible in red.

To view your grades, go to *WebAdvisor for Students > Academic Profile > Grades* and choose the semester you wish to see grades for. Then click “*SUBMIT*”

The screenshot shows the Salve Regina University Portal. The user is logged in as M Gibson. The navigation menu includes 'Menu' and 'Notification'. The main content area is titled 'WEBADVISOR FOR STUDENTS' and shows the 'Grades' section. A table of semesters is displayed, with a red box highlighting the 'SUBMIT' button and the text 'Click Submit'. The text 'Choose Semester' is also visible in red.

<input type="radio"/>	FA2004	Fall 2004	09/08/04	12/17/04
<input type="radio"/>	SA2004	Summer 1 2004	05/24/04	06/29/04
<input type="radio"/>	SP2004	Spring 2004	01/06/04	05/07/04
<input type="radio"/>	FA2003	Fall 2003	09/03/03	12/19/03
<input type="radio"/>	FA2002	Fall 2002	09/04/02	12/13/02
<input type="radio"/>	190099	Transfer Semester	01/01/51	12/31/20

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The **Academic Evaluation** tool is used to determine what classes are needed to fulfill the requirements for a degree; either the major on file or a “What-if” analysis for any other major. To run your **Academic Evaluation**, go to **My Information > Academic Profile > Academic Evaluation** and choose either the intended degree radio button, or the “What if I changed my program of study?” drop-down list-box. Then click “**SUBMIT**”

The screenshot shows the Salve Regina University WebAdvisor interface. The top navigation bar includes the university logo, the word 'Portal', and a user profile 'M Gibson'. Below this is a 'Menu' and 'Notifications' section. The main content area is titled 'Academic Evaluation' and contains the following elements:

- A sidebar on the left with a 'WebAdvisor FOR STUDENTS' dropdown and a list of 'Academic Profile' options: Grades, Grade Point Average by Term, Enrollment History, Academic Evaluation (selected), Test Summary, Diploma Name/Phonetic Spelling, and Transcript Request Status.
- A main form area with a 'Help' button in the top right.
- Text: "You may select either an active program or a 'What if' program. * = Required"
- A section titled "Choose One Active Programs" with two radio buttons:
 - MGTG.5Y.MBA MBA in Management-5YR Program
 - MGTG.INSM.MS MS Innovation and Strategic Management
- A dropdown menu labeled "What if I changed my program of study?" with a 'What-if?' label next to it.
- A dropdown menu labeled "What work do you want to include?" with "Registered/Preregistered" selected.
- A "SUBMIT" button with a "Click Submit" label next to it.

Logging off. In order to protect your information, please be sure to log off of your Portal account when you are done. **Failure to take necessary precautions could result in confidential information being compromised.**

To log off click on your name on the top, upper right hand side of the screen. When the menu opens, choose “**Sign Out**”

