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.

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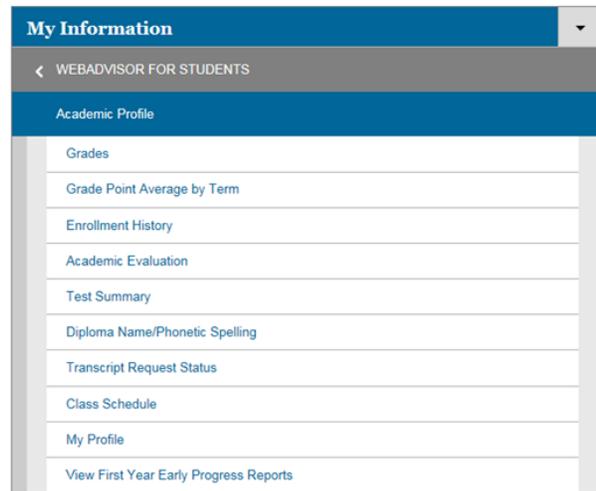
To view your class schedule, go to *WebAdvisor for Students > Academic Profile > Class Schedule* and, using the drop- down list box, choose the semester schedule you wish to see. Then click "*SUBMIT*"

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 *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*"

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*"