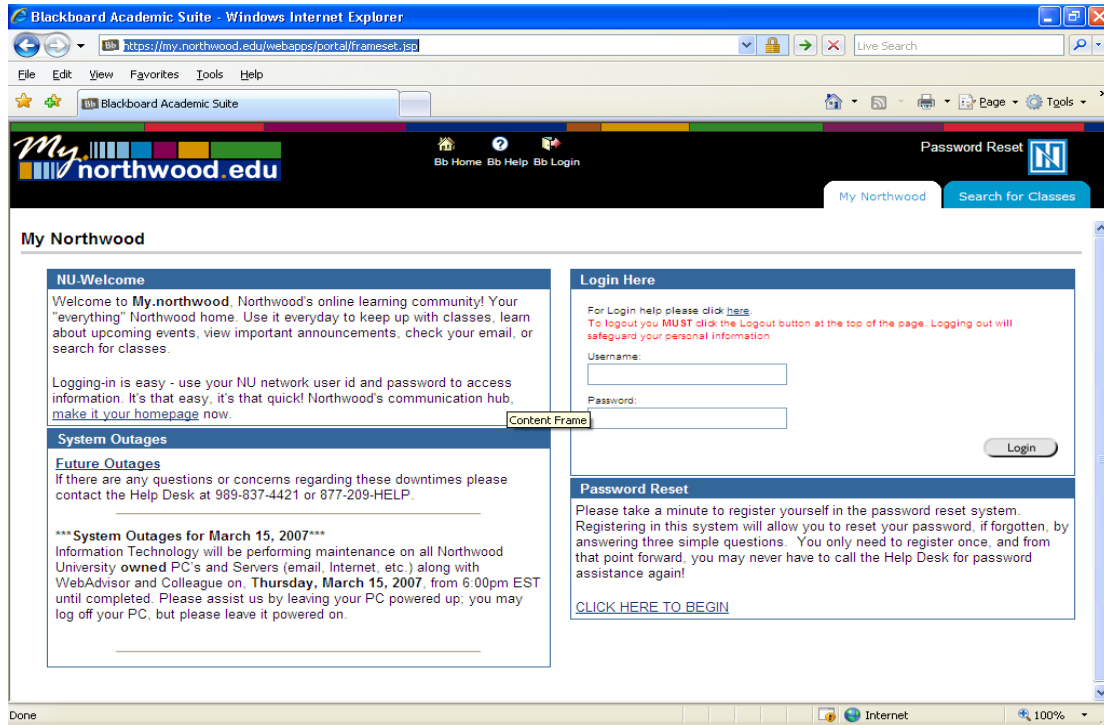


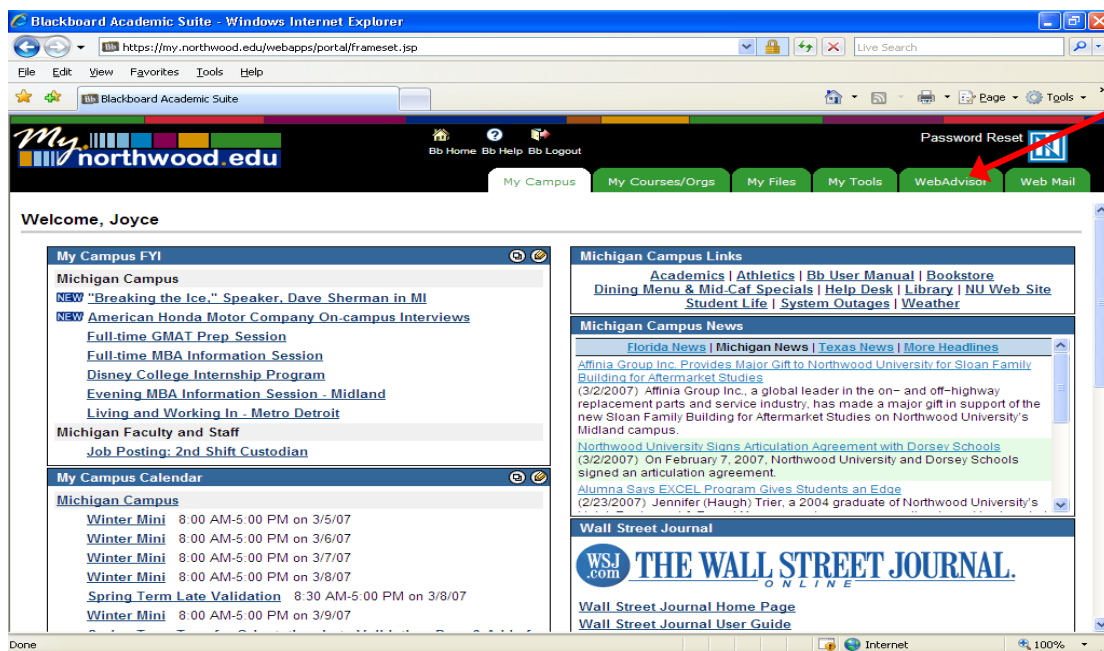
## Logging into WebAdvisor

Northwood has a website available that you can check various employee related information such as sick time, your class rosters and grades. To access this site you need to type in [my.northwood.edu](https://my.northwood.edu) in your web browser address bar. You will get a screen similar to the one below. You will need to enter your Northwood username and password.



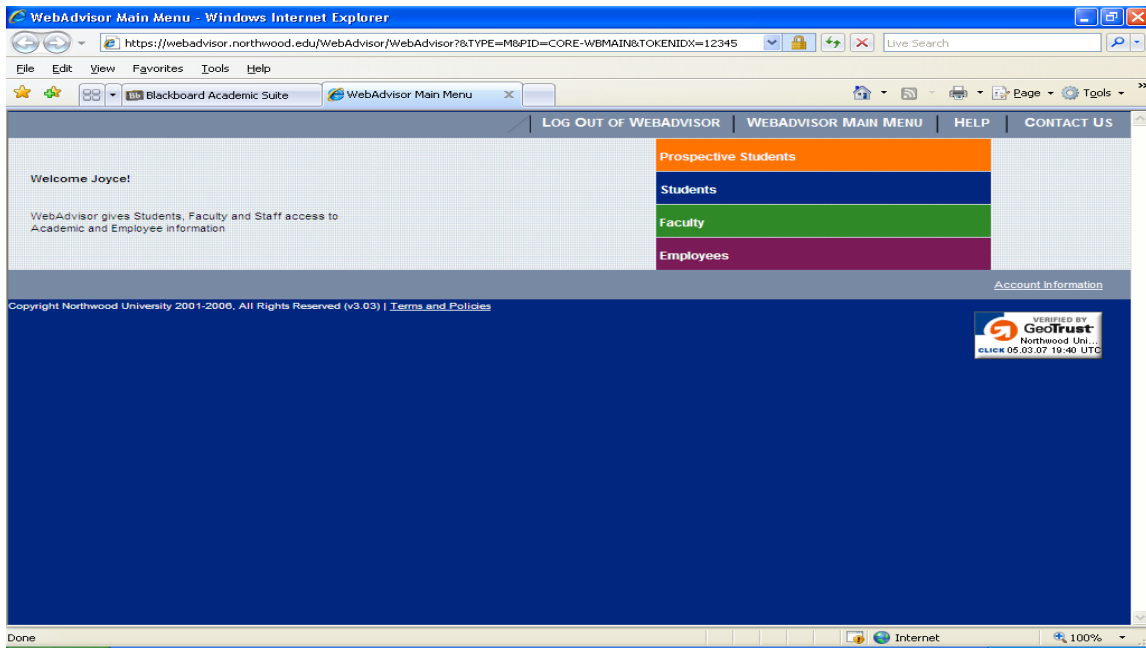
The screenshot shows the Blackboard Academic Suite interface in a Windows Internet Explorer browser. The address bar displays <https://my.northwood.edu/webapps/portal/frameset.jsp>. The page features a navigation bar with "My Northwood" and "Search for Classes" buttons. The main content area is titled "My Northwood" and includes several sections: "NU-Welcome" with a brief introduction and login instructions; "System Outages" with a notice about maintenance on March 15, 2007; "Login Here" with fields for "Username:" and "Password:" and a "Login" button; and "Password Reset" with a "CLICK HERE TO BEGIN" link. A "Content Frame" tooltip is visible over the login fields.

The next screen will be the welcome screen, which you can see below. You will want to click on the WebAdvisor tab. This will open a new window.

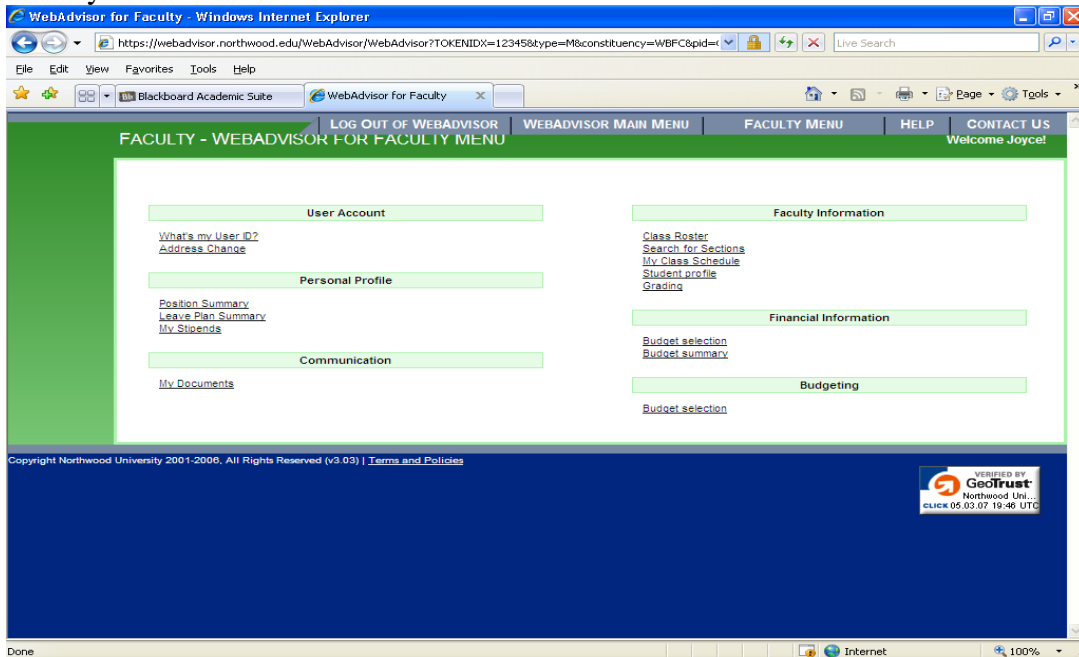


The screenshot shows the "Welcome, Joyce" page in the Blackboard Academic Suite. The navigation bar at the top includes tabs for "My Campus", "My Courses/Orgs", "My Files", "My Tools", "WebAdvisor", and "Web Mail". A red arrow points to the "WebAdvisor" tab. The main content area is divided into several sections: "My Campus FYI" with news items like "Breaking the Ice" and "American Honda Motor Company On-campus Interviews"; "Michigan Campus Links" with links to "Academics", "Athletics", "Bb User Manual", etc.; "Michigan Campus News" with headlines such as "Affinia Group Inc. Provides Major Gift to Northwood University"; and "Wall Street Journal" with a logo and links to the "Wall Street Journal Home Page" and "Wall Street Journal User Guide".

The window that opens will look like the one below. If you are a faculty member you will need to click on Faculty to view your class rosters, input grades and view your leave plan summary. If you are an employee you will need to click on Employees to view your leave plan summary.



## Faculty Web Advisor Main Menu



# Employee Web Advisor Main Menu

The screenshot shows a web browser window titled "WebAdvisor for Employees - Windows Internet Explorer". The address bar contains the URL: <https://webadvisor.northwood.edu/WebAdvisor/WebAdvisor?TOKENID=X=12345&type=M&constituency=WBEM&pid=>. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page title is "EMPLOYEES - WEBADVISOR FOR EMPLOYEES' MENU". A navigation bar at the top right contains links for "LOG OUT OF WEBADVISOR", "WEBADVISOR MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT US". A "Welcome Joyce!" message is displayed in the top right corner.

The main content area features a warning: "The following links may display confidential information." Below this, there are four categories of links, each with a header bar:

- User Account**
  - [What's my User ID?](#)
  - [Address Change](#)
- Employee Profile**
  - [Position Summary](#)
  - [Leave Plan Summary](#)
  - [My Stipends](#)
- Time Entry and Approval**
  - [Time entry](#)
  - [Time history](#)
  - [Time approval \(for supervisors\)](#)
  - [Employee history \(for supervisors\)](#)
- Communication**
  - [My Documents](#)
- Budgeting**
  - [Budget selection](#)
  - [Budget summary](#)

At the bottom left, the footer text reads: "Copyright Northwood University 2001-2006. All Rights Reserved (v3.03) | [Terms and Policies](#)". At the bottom right, there is a logo for "GeoTrust" with the text "POWERED BY GeoTrust Northwood Uni... CLICK 05.03.07 19:58 UTC". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.