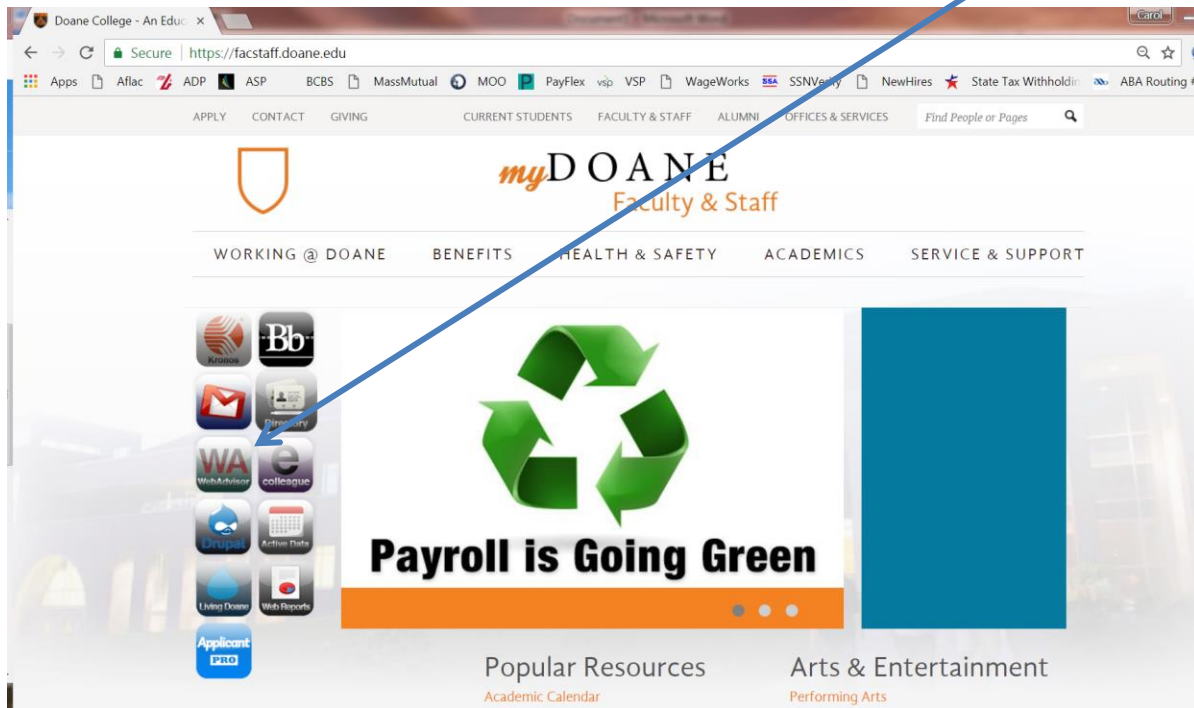
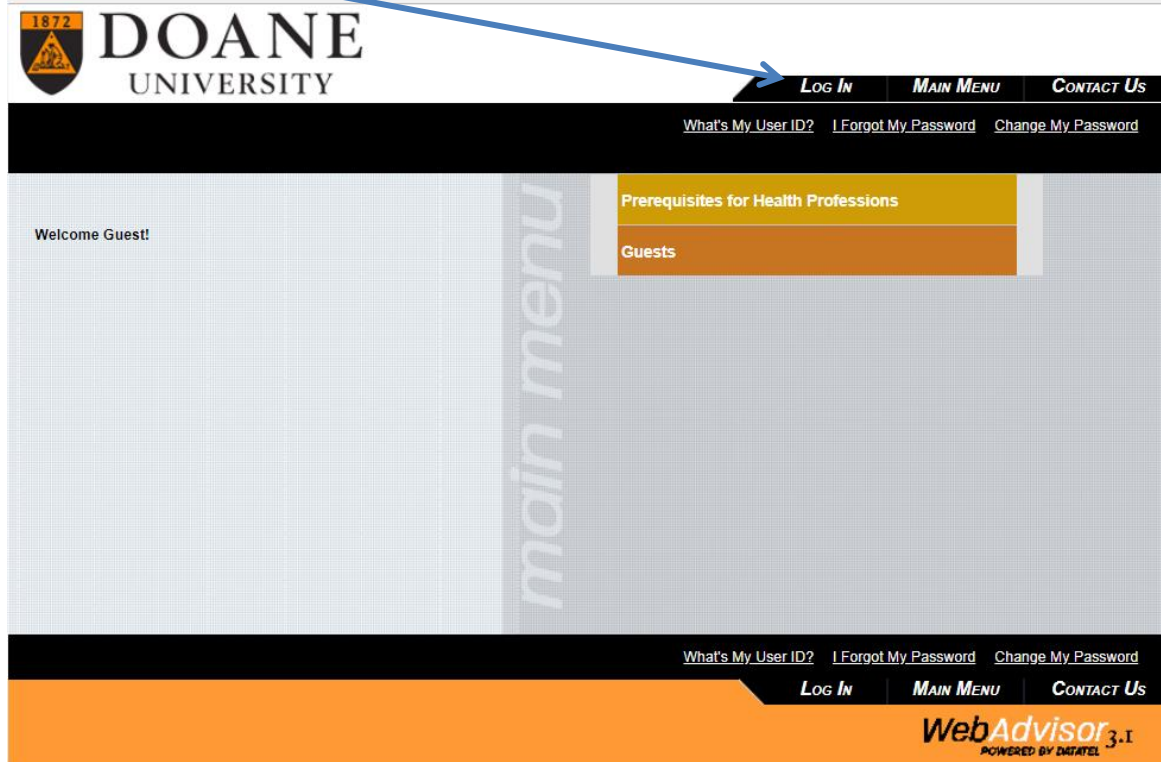


## WebAdvisor Instructions

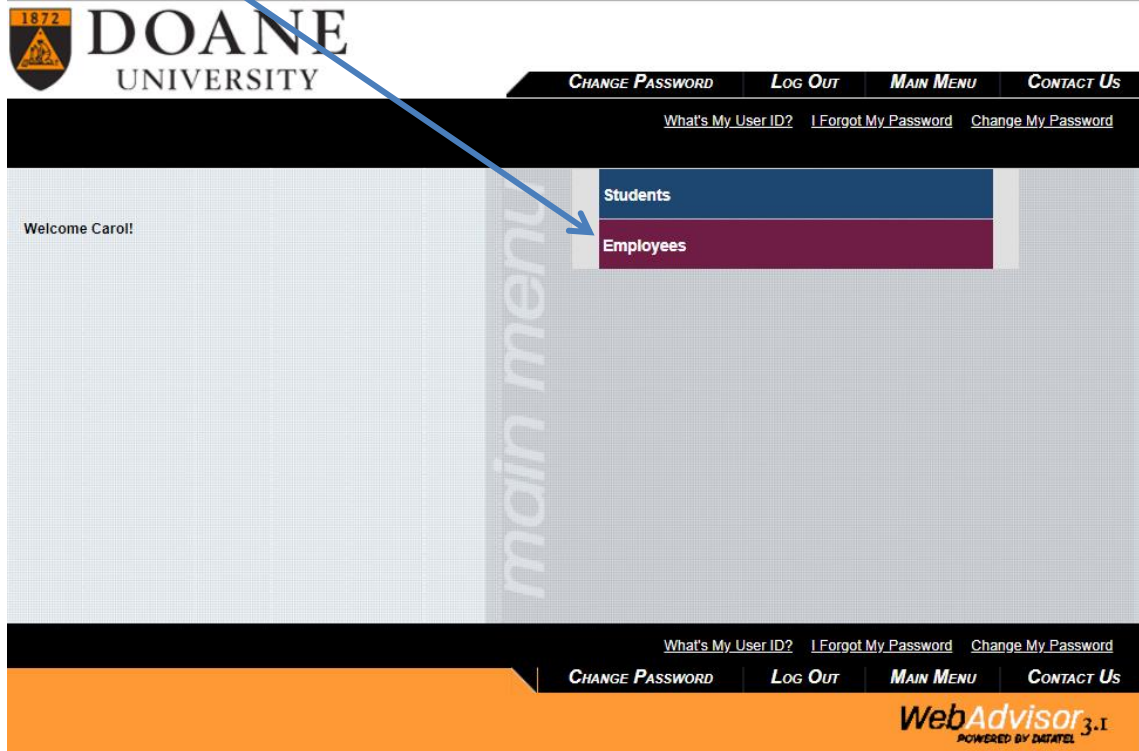
Go to the Faculty/Staff or Current Student link on the Doane Website and click on WebAdvisor or enter [www.doane.edu/wa](http://www.doane.edu/wa)



Click Log In and enter your network username and password. Your WebAdvisor username and password are exactly the same as your Doane email username and password.

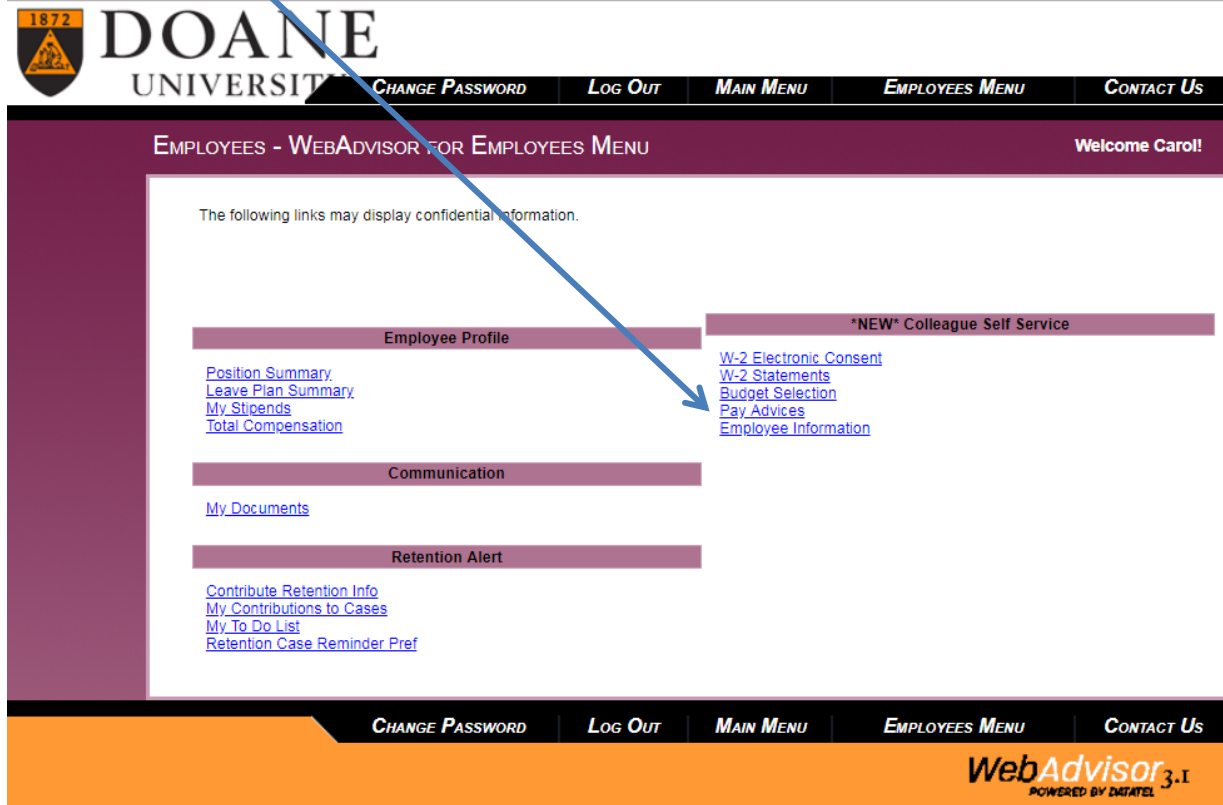


Choose Employees. Student Employees will need to click on Students.

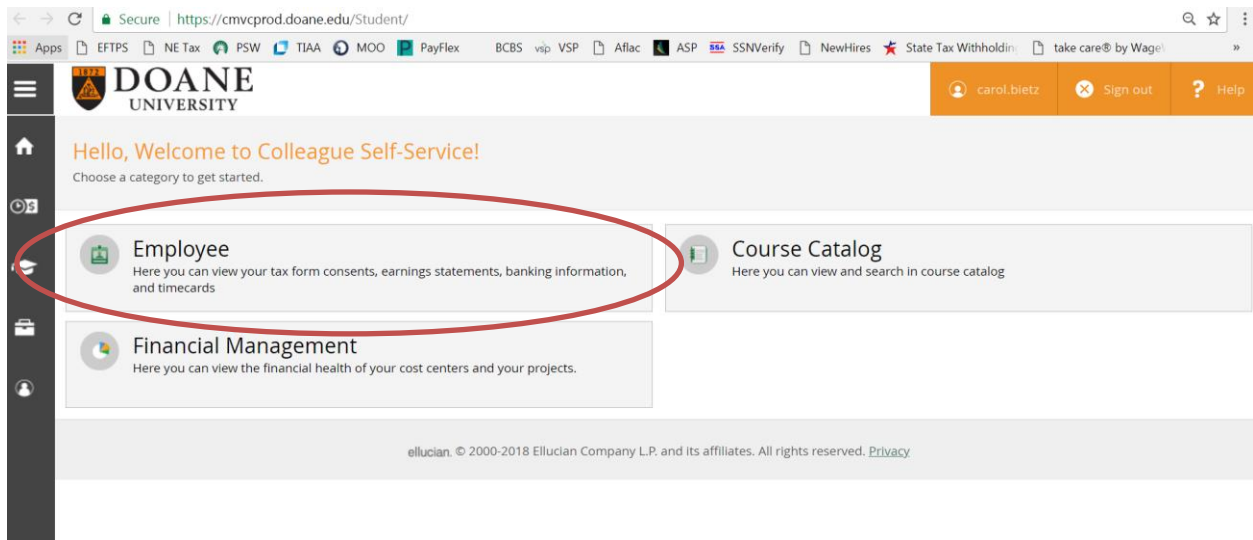


The screenshot shows the Doane University WebAdvisor main menu. At the top left is the Doane University logo with the year 1872. To the right of the logo are navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT Us. Below these are links for What's My User ID?, I Forgot My Password, and Change My Password. The main content area features a large 'main menu' graphic and a vertical list of options: 'Students' (highlighted in blue) and 'Employees' (highlighted in purple). A blue arrow points from the text 'Choose Employees' to the 'Employees' link. At the bottom, there is a footer with the same navigation links and the WebAdvisor 3.1 logo, which is powered by DATATEL.

Choose Pay Advices



The screenshot shows the 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' page. At the top left is the Doane University logo with the year 1872. To the right of the logo are navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, and CONTACT Us. Below these are links for What's My User ID?, I Forgot My Password, and Change My Password. The main content area has a purple header with the text 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' and 'Welcome Carol!'. Below the header, there is a warning: 'The following links may display confidential information.' The page is divided into three sections: 'Employee Profile' (with links for Position Summary, Leave Plan Summary, My Stipends, and Total Compensation), '\*NEW\* Colleague Self Service' (with links for W-2 Electronic Consent, W-2 Statements, Budget Selection, Pay Advices, and Employee Information), and 'Communication' (with a link for My Documents). A 'Retention Alert' section is also present with links for Contribute Retention Info, My Contributions to Cases, My To Do List, and Retention Case Reminder Pref. A blue arrow points from the text 'Choose Pay Advices' to the 'Pay Advices' link. At the bottom, there is a footer with the same navigation links and the WebAdvisor 3.1 logo, which is powered by DATATEL.



Then go to Employee, Earnings Statements. This will bring up a list of dates that you have been paid. You can also get your W2, 1095-C, and 1098 on the tax section when that time arrives also.

If you are having difficulty logging in, please contact the Helpdesk at 826-8411, or [helpdesk@doane.edu](mailto:helpdesk@doane.edu). Let them know you are an employee trying to log into WebAdvisor.