The website for WebAdvisor is [http://webadvisor.tcl.edu](http://webadvisor.tcl.edu) (accessible 24/7 from any computer).

Click the link “Continue to Webadvisor”

Click the ok button to view pages over a secure connection.
Click “yes” to display nonsecure items.

Click the link “I agree to these terms and wish to continue to Webadvisor”

Click the “login” tab on the upper right of the page. You’ll then be presented with a login page to webadvisor.

Your username is your **full first name and last name**, all together in small letters with no spaces. If this is your first time logging in, your password will be the last 7 digits of your ssn, and once you successfully log in, you’ll be asked to change your password, just follow the instructions on the screen.

That’s all you need to do to get access!

Once you have access, you can get to your info by logging in then clicking the purple icon labeled “employees”. You’ll see some menu links.

To view your pay advices (what used to be pay stubs), just click the link labeled “Pay Advices”.

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**User Account**

- New to WebAdvisor
- What’s my User ID?
- What’s my password
- Change Password
- Address Change

**Communication**

- My Documents

**Financial Information**

- Budget selection
- Budget summary

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**Employee Profile**

- Position Summary
- My Stipends
- View my employment action history
- Total Compensation
- Pay Advices
- Available W-2 Statements