



# WebAdvisor On-Line Registration

**You must have an e-mail account to register online.**

## **To Register by Logging In:**

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

**IMPORTANT!!!!** *If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.*

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5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

## **Benefits of Logging in to WebAdvisor to register:**

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

## **To Register Without Logging In:**

- \* You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
  2. Click on "**Register and Pay for Continuing Education Classes**"
  3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
  4. **Select the course** you wish to register for, "**Submit**".
  5. Enter your **personal information**, certify your identification, "**Submit**"
  6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
  7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
  8. Enter your **payment information**, "**Submit**"

**IMPORTANT!!!** *If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.*

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## **Log in to WebAdvisor:**

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

\*The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.