

1. Navigate to the AC Connect Portal, click on: *WebAdvisor (requires log in)*, then click *Webadvisor for Faculty*

PORTAL HELP

Student and Employee Self Service

Blackboard: Access for Amarillo College Students and Faculty.
Syllabus: Access for students and staff

Webadvisor: contains time entry, pay advice, class rosters.
Self Service: Student Planning , scheduling and payments.
Colleague UI5: Launch Colleague for Employees

WebAdvisor (requires log in) ▾

Self Service (students & employees) ▾

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WebAdvisor (requires log in) ▲

Webadvisor for Students

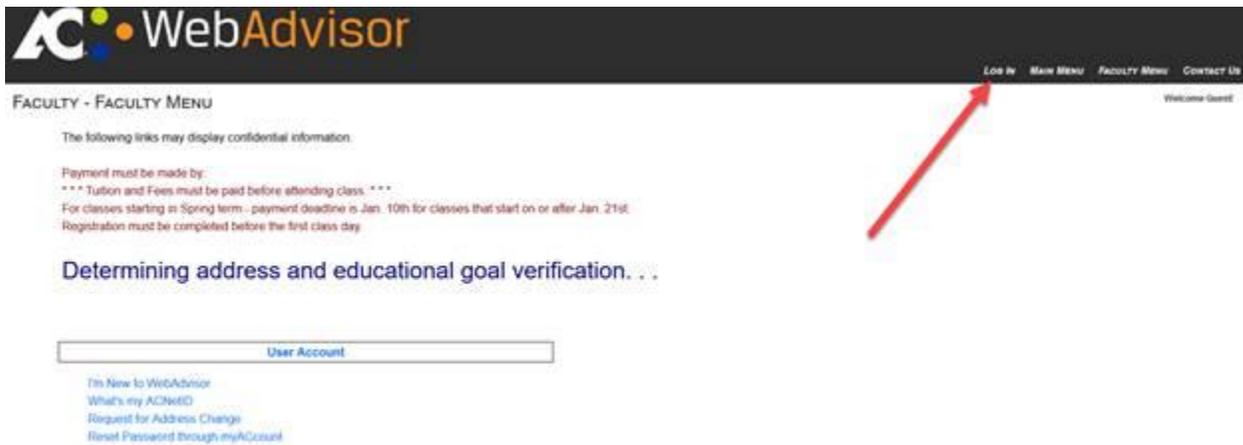
Webadvisor for Faculty ←

Webadvisor for Employees

Webadvisor for Continuing Education

Self Service (students & employees) ▾

2. On the WebAdvisor screen, click *Log In*. This will be the same credentials you use for Blackboard or Outlook. Click *Submit*.



3. Scroll down to the *Faculty Information* section and click on *Census Rosters*

AC WebAdvisor

Campus Payments | Log Out | Main Menu | Faculty Menu

FACULTY - FACULTY MENU

The following links may display confidential information.

Payment must be made by:
*** Tuition and Fees must be paid before attending class ***
For classes starting in Spring term - payment deadline is Jan. 10th for classes that start on or after Jan. 21st.
Registration must be completed before the first class day.

Determining address and educational goal verification. . .

User Account

- Go Home to WebAdvisor
- What's my ACHID?
- Request for Address Change
- Change or Verify Address
- Reset Password through myAccount

Financial Information

- Budget selection
- Budget summary
- Approve Documents
- Bank Information (U.S.)

Personal Profile

- Position Summary
- Letter Plan Summary
- My Salaries
- Pay Advice

Communication

- My Documents

Faculty Information ←

- My Advisees

Faculty Information

- My Advisees
- Advisees
- Class Roster
- Grading
- My Class Schedule
- Student profile
- My To Do List
- Retention Case Reminder Pref
- My Contributions to Cases
- Count of Open Cases
- Closed Retention Cases
- Contribute Retention Info
- Retention Cases for Student
- Academic Planning
- Census Rosters ←
- My Important Course Section Dates
- Important Course Dates by Instructor
- Census Roster Reprint
- Attendance Tracking
- Faculty Development Transcript

4. Select your term and click *Submit*.

AC WebAdvisor

FACULTY

Census Rosters

Select a Term

or Enter a Date Range

5. Choose your course and click *Submit*. Your Census Roster will now be visible.

FACULTY

Select from the following list of courses

Choose One Course Name and Title

- NFPD-1601-2106 Dashboard Overview Advising
- NFPD-1601-1005 Blackboard Essentials
- NFFD-1701-1051 Ally Training (30)

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