**STEP 1 LOG IN**

**First Log In Screen**

A.) Click on LOG IN (If you already know your user ID and password.)

B.) First time LOG IN? Don’t know your User ID? Go to: I’m New to WebAdvisor

**Second Log In Screen**

A.) Type your full last name in all lower case letters.

B.) Type your SSN number or your Navarro College Student ID number.

C.) Click “Submit”
**STEP 2  LOG IN**

**NOTE:** Once you are LOGGED IN, you will “Click” on: STUDENTS.
A.) After you click “Submit” all screens should now welcome you by name.

B.) Choose Register/ Drop Sections under Registration

There are 2 primary registration options:

A.) “Search and Register” if you don’t know the course Section Number

B.) “Express Registration” if you do know the course Section Number
A.) Select "Fall 2016" from the Term pull-down menu.

B.) Select Subject from pull-down menus and type the course numbers you are interested in into the "Course" box.

The more information you enter the more limited your results will be.

C.) Location pull-down menu should be the campus that you would like to take your courses. (If you leave this blank, you will get courses from all campuses.)

A.) Put a check mark next to the class(es) you want to register for.

B.) Click "Submit"
OPTION 2  EXPRESS REGISTRATION

A.) Type Section Number(s), Add Code (if needed) and Term

B.) Click "Submit"

STEP 3  REGISTER FOR YOUR COURSES

Your course(s) are put into a "Wish List"

A.) Under "Action" Select Register

B.) Click "Submit"
**STEP 4  FINANCIAL AID**

A.) This is where you will find your award letter.

B.) This is where you will Accept or Reject your Loans.

C.) If you're missing Documents check here.

**STEP 5  PAY FOR YOUR COURSES**

A.) Select NBS Payment Plan

Please make sure that you always Log Out. Especially on a public computer.