

# CORNERSTONE UNIVERSITY

## WebAdvisor Users Guide

### View Grades and Transcripts

In order to view grades and transcripts in WebAdvisor, you must have a current user name and password. The user name is the first initial of your first name plus your student ID number (i.e. g0002000).

To set or reset your password:

- Go to [techsupport.cornerstone.edu](http://techsupport.cornerstone.edu) and follow the instructions for network password reset

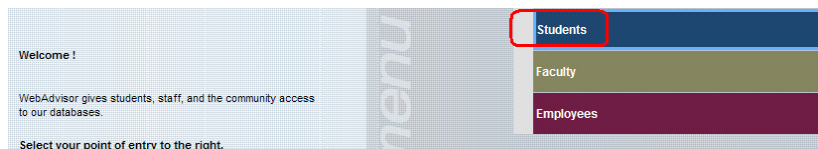
### To View Grades or Transcripts follow these steps:

1. Go to Eagles Nest ([www.cornerstone.edu](http://www.cornerstone.edu) – Quick Links ~ Eagles Nest)
2. From Eagles Nest, sign in and choose Quick Links ~ Web Advisor.
3. On the next screen click on the red "Log In" box. Log in using your user name (first initial of first name + id # - g0002000 and password.) The system is **case sensitive**.

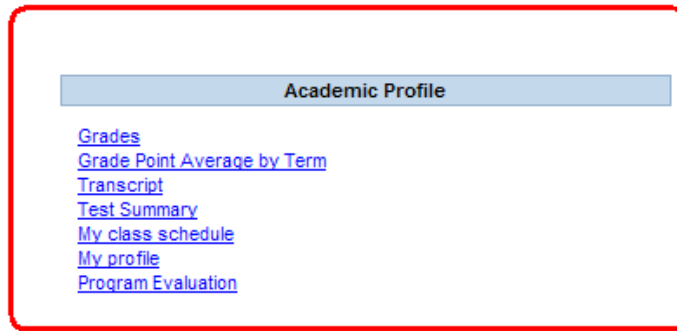


(If you have problems with the log in, contact Technology Support at 222-1510.)

4. Select "Students" in WebAdvisor



5. Select any item under the "Academic Profile" heading.

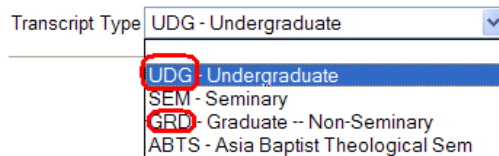


6. When selecting “Transcript”, you must choose a transcript group:

UDG – PGS undergraduates/Traditional undergraduates

SEM - GRTS students only (excluding Ministry Leadership)

GRD – PGS graduates/Traditional graduates (includes Ministry Leadership)



7. When selecting “Grades”, click inside the box under “Choose One” to select a term.

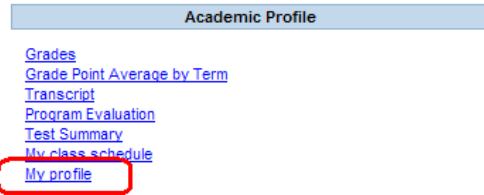
### Grades

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	TRANS	Transfer Courses	01/01/40	12/31/29
<input type="checkbox"/>	FA99SEM	Fall 1999 Seminary	08/25/99	12/17/99
<input type="checkbox"/>	GRMT01	GRMT01	01/20/97	06/15/98
<input type="checkbox"/>	WKND	WKND	01/01/90	12/31/29
<input type="checkbox"/>	FA83UDG	Fall 1983 Undergraduate	08/31/83	12/22/83

**SUBMIT**

**To find your Academic Advisor and Major/Minor Information follow these steps.**

1. Choose “My profile” from the Academic Program Selections



- View advisor information from this screen under “Academic Information.”

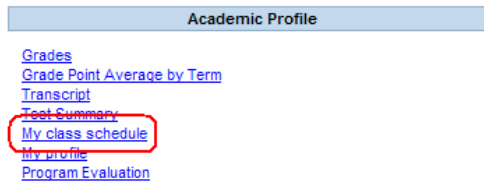
Academic Information				
Counselor Name	Type	Phone Number	Extension	E-mail Address
None Specified				
Advisor Name	Type	Phone Number	Extension	E-mail Address
None Specified				
Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing

- View major/minor information under Academic Program information.

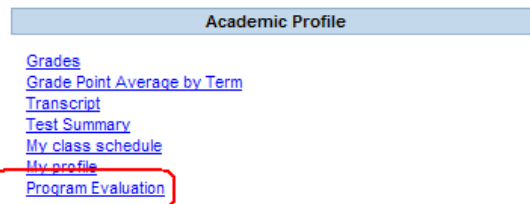
Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization
Master of Business Administration PGS	Graduate	MBA	12/08		Business Administration			

### **To find your Class Schedule**

- Simply click on “My Schedule” and select the term.



**To run a Program Evaluation** – graduation completion worksheet which shows all course requirements and how you are progressing toward graduation!



- Simply click on “Program Evaluation”
- Select your active program by clicking in the box to the left of the program code.
- Select “submit.”

4. You can also run a “what if” evaluation if you are considering a new major.  
(New minor information is not available in this option, so use your catalog as a guide.)
  - Select a new program code from the drop down list.
  - Select the catalog year in which you began at CU.
  - Select “submit.”