

REGISTERING FOR EMPLOYEE TRAINING WITH WEBADVISOR

It's easy to search and register for employee training through WebAdvisor! You can go directly to WebAdvisor here: <https://webadvisor.coloradomtn.edu/webadvisor/webadvisor>.

Ready? Let's begin!

Step 1: Log in to WebAdvisor. Choose the Students menu to sign up for an employee training, because you'll be considered a student in that training.

The screenshot shows the Colorado Mountain College WebAdvisor homepage. At the top left is the college logo. To the right are navigation links for LOG IN, MAIN MENU, and CONTACT US. Below the header is a grey navigation bar with a link for 'First Time users to WebAdvisor click here to download access instructions', highlighted with a red box and a yellow arrow. A text box explains: 'If you are new to WebAdvisor, please follow these instructions.' Below this is a 'main menu' section with buttons for Students, Faculty, Employees, and Advisors. A yellow arrow points to the 'Students' button, and a text box explains: 'After you have logged in to WebAdvisor, select the Students tab to search and register for Employee Training sections.' The main content area on the left contains a 'Welcome Guest!' message, registration information, and contact details for the Technical Service Desk. At the bottom right, there are links for Account Information, I'm New to WebAdvisor, and What's My Password?, along with another set of navigation links for LOG IN, MAIN MENU, and CONTACT US.

Step 2: In the list of items under “Registration,” choose “register for sections.”

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Christopher

You must have an active account to use most functions on this page.
To create an account you must have an active CMC application (within the last three semesters) and meet all Admission Requirements.
Note, Searching for Classes/Sections and Registering are two separate processes in WebAdvisor.
You may search Classes/Sections without creating an account.
The following links may display confidential information.

<p>User Account</p> <p>I'm New to WebAdvisor What's my User ID? What's my password Change Password</p>	<p>Communication</p> <p>My Documents E-mail My Advisor(s)</p>
<p>Financial Information</p> <p>Make a Payment Account Summary</p>	<p>Registration</p> <p>Search for Sections Register for Sections ← Select this option. Manage My Waitlist Register and Drop Sections</p>

Step 3: Next, choose the link “Search and register for sections.”

CURRENT STUDENTS

[Search and register for sections](#) ← Select this option.

Use this option if you would like to look for sections, add them to your preferred list of sections and then register.

[Express registration](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you want to register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you are waitlisted.)

[Manage my waitlist](#)
Use this option if you would like to register or remove sections that you are currently waitlisted in.

Search/Register for Sections

Search/Register for Sections

Choose Term, Subject and Campus.

- To search all Campuses, leave **Location** blank.
- To search for all Classes offered at a Campus, leave **Subject** blank.

Note: You may be able to select Classes, but if there is a **Hold** on your account you won't be able to register. What is a [Hold](#) ?

Term

Select the current term.

Starting On/After Date

Ending By Date

Subject

Course

Employee Training	<input type="button" value="v"/>				
	<input type="button" value="v"/>		<input type="button" value="v"/>		
	<input type="button" value="v"/>		<input type="button" value="v"/>		
	<input type="button" value="v"/>		<input type="button" value="v"/>		

Select Employee Training from the drop down menu

Sections Meeting After

Sections Ending Before

Mor Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location

Academic Level

Instructor's Last Name

Optional selection criteria. Enter dates, days, keywords or location to narrow your search.

SUBMIT

Step 4: From your search results, select the appropriate section then click the "Submit button" below. You're not done registering yet—you'll be taken to another screen titled "Register and Drop Sections" as your final step.

Section Selection Results

Co-requisite classes that do not meet your selection criteria may be displayed.

Select as many Classes/Sections as you want in the left column, then click "Submit." For more details on your chosen Class/Section, click the "Section Name and Title" link. This will also display any pre- or co-requisites.

When you register online a credit card payment is due to finalize your registration or you will be dropped at midnight from the classes for which you have just registered. If you choose to use a different method of payment like cash/check, Financial Aid, or FACTS payment plan you must contact the accounts manager at the campus you are registering. Thank you.

Select the appropriate section.

Make sure to select the section with the correct dates and time. There could be more than one section as the term progresses.

Narrow my search

Re-sort my results TERM Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	2010 Spring Semester	Open	TRN-901-BK01 (48395) Intro to Virtual Library	Central Services -Emp Training	12/14/2009-12/14/2009 Lecture/Laboratory Combination Monday 01:00PM - 03:00PM, Breckenridge Center Academic, Room 129	Y. Lef	9 / 10 / 0	<input type="text" value="0.00"/>	
<input type="checkbox"/>	2010 Spring Semester	Open	TRN-901-CS01 (48360) Tuition Classification	Central Services -Emp Training	01/19/2010-01/19/2010 Lecture Tuesday 08:00AM - 09:30AM, District Office, Room 029	P. Tomasko	10 / 10 / 0	<input type="text" value="0.00"/>	

SUBMIT

Don't forget to click the SUBMIT button

Step 5: At the “Register and Drop Sections” screen, use the drop down menus to select “RG Register” for the sections you’re interested in. At the bottom of this screen, you’ll see a liability waiver. You **must** agree to the “Risk Assumption” by checking that box; then, once you click the “Submit” button, you will have registered!

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
RG Register	2010 Spring Semester	TRN-901- (48395) Intro to Video Library	Y. Lef	9 / 10 / 0	0.00	
RG Register	2010 Spring Semester	TRN-901-CS05 (48364) Colleague/Building Sections	M. Ellis	8 / 10 / 0	0.00	

Select RG-Register from the drop down menu.

Before you may register for a class you must agree to the following:

ASSUMPTION OF RISK AND RELEASE: I understand that any Colorado Mountain College ("CMC") course may involve risks of injury, death, or damage to personal property. CMC takes reasonable efforts to make its programs safe, but I understand that CMC cannot guarantee safety. Knowing the risks, I voluntarily choose to register for courses at CMC. In consideration for being permitted to register at CMC:

(1) I agree to follow all reasonable safety precautions;
 (2) I **ASSUME ALL RISKS** of my participation in CMC courses; and
 (3) I **RELEASE, WAIVE, INDEMNIFY, DEFEND AND HOLD HARMLESS AND PROMISE NOT TO SUE CMC** from, for, and against any and all claims or liabilities of any third party, including CMC, for damages or injury caused by the gross negligence or willful and wanton misconduct of any third party.

By checking this box and clicking submit you agree to the above

Check the "Risk Assumption" box and then click the SUBMIT button.

Manage Waitlist My Schedule

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Frequently Asked Questions

Q1: I'm a new employee; will I be able to use WebAdvisor right away?

Answer: WebAdvisor is available once your employee data has been entered into the system. If you are unable to retrieve your username and password, call the Service Desk at (970) 947-8438 for assistance. Your first registration may need to be processed manually.

Q2: Do I have to pay for Employee Training?

Answer: No. Employee Training is provided at no cost to the employee.

Q3: Will Employee Training be transcribed?

Answer: Yes. You will be able to use WebAdvisor to print an Employee Transcript.

Q4: The search screens did not return the Employee Training Sections I was looking for.

Answer: Try removing some of the optional data in your search. For keyword searches, try entering a word or two. If you entered a location, the section may not be offered at that location. Try removing the location to find where the sections are being offered.

More Questions?

Information Technology Services Technical Service/Support Desk

<https://mycmc.coloradomtn.edu/group/mycampus/technology-resources>

Hours of operation:

7:30 a.m. to 10:00 p.m. Monday through Thursday

7:30 a.m. to 5:00 p.m. Friday

8:00 a.m. to 12:00 p.m. Saturday (during semesters)

servicedesk@coloradomtn.edu

Toll Free: (866) 642-0495

Campus to Campus: x8438

Direct Dial: (970) 947-8438