

Pacific Union College
Account Procedures for College Early Students

Step #1: Creating a WebAdvisor account

- ❖ Go to **services.puc.edu** and click on the “Accounts” link near the bottom of the left side of the screen. (**Note:** You will also be able to reset or change your password from this screen. See Step #5 for further instructions.)
- ❖ Click on the link “New Account.”
- ❖ Enter your 7 digit PUC ID number that was included in your acceptance letter from PUC.
- ❖ Next, enter your first and last name, your Social Security Number, and your birth date.
- ❖ Click “Authenticate Me” when you are finished (this will generate your username).
- ❖ Once you have your username, you can log in to WebAdvisor, Canvas, and set up your PUC email account (see directions below).

Step #2: WebAdvisor Setup and Directions

WebAdvisor is used to register for classes, view course schedules, final exam schedules, and transcripts. Because you are a high school student, certain features of WebAdvisor may differ from that of a full-time college student. **It is recommended that you log in to WebAdvisor at least one week before your course will begin in order to make sure that you are registered.** If you are not registered, you will need to contact the PUC Records Office.

In order to use WebAdvisor, you must go through a short setup process by following these steps:

To view or print class lists:

- ❖ Go to **services.puc.edu**
- ❖ Click the “WebAdvisor” link
- ❖ On the left side, click the “Search Class List,” “Summer Class List,” or “Printable Class List” link.

To log in:

- ❖ Follow steps 1 and 2 above.
- ❖ Click the “Log in” link on the top right side of the screen.
- ❖ Enter your **username** (your first and middle initial and last name; generated for you by the completion of Step #1), and **password** (your default password is the

last four digits of your social security number, the initials of your first and last name, followed by your four-digit birth year; i.e. for Bill Doe, legal name “William,” SSN 111-22-3333, born in 1990, the default password would be 3333wd1990).

Step #3: Email Setup and Directions

All students enrolled in a PUC course are given a PUC email account. Your professors will use this email as a communication tool. In addition, towards the end of the quarter you may be asked to complete an online survey for the courses you took. If so, a link and instructions will be sent to this email address. Instructions on how to log in to your email account are as follows:

Using Outlook Live:

- ❖ From the PUC website (**puc.edu**), click on the “Webmail link” at the top, and then click on Outlook.com. Or you may simply type **outlook.com** into your web browser.
- ❖ Enter your username (given to you when your WebAdvisor/Lantern account was activated in Step #1) in the format **user@puc.edu**. For example, John Doe Smith’s user name would be **jdsmith@puc.edu**.
- ❖ Enter your password. For Outlook Live, your default password is the same as the default password for WebAdvisor: the last four digits of your social security number, followed by your first initial and last initial, followed by your four digit birth year.
- ❖ Once you’ve logged in, you’ll need to go through some setup screens to fully activate your account. You can get the directions for this process on our website at **puc.edu/outlook-setup**.
- ❖ During the setup process, you will be asked to change the default password to a permanent password. It is strongly recommended that you do so.

Step #4: Canvas Setup and Directions

Most professors use Canvas, an online academic program, to communicate with students when class isn’t in session. They may post lecture notes, provide grade listings, and host discussions. You may even be asked to submit homework electronically as an assignment. Instructions on how to use Canvas are below.

You should try logging on to Canvas the first day of class. You will not be able to log in to Canvas unless you are registered in the class.

To log in:

- ❖ Go to **canvas.puc.edu**
- ❖ Enter your username and password (again, the default is the last four digits of

your social security number, the initials of your first and last name, followed by your four digit birth year)

- ❖ Click "Login"
- ❖ If you want to change your password, use the "I don't know my password" link on the Canvas login page and you will be directed to a site where you can change your password to something different.

To set your Canvas communication preferences:

- ❖ The first time you log in it will be helpful to set your preferences on how you want Canvas to communicate to you.
- ❖ Click "Profile" in the white field in the upper right corner
- ❖ On the Profile Page you can add another email address or even a cell phone number for text messages
- ❖ Next click on "Notifications" on the left
- ❖ Here you can choose what notifications you want sent from the system and whether you want them right away, daily, etc.
- ❖ If you want to see the score you got on an assignment as soon as the teacher enters it, choose to receive course grading alerts "ASAP".
- ❖ Remember, you are responsible for any communications teachers send out. If you set everything to "Never," you are still responsible for knowing what is happening in the course.
- ❖ Click "Save Preferences" at the bottom once you have things set the way you like.

To submit an assignment:

- ❖ Log in to Canvas
- ❖ Click on the appropriate class
- ❖ Click on the Assignments link on the left of the page
- ❖ Click on the name of the assignment you need to submit your paper to
- ❖ Click "Submit Assignment" on the right side
- ❖ Browse for the file you want
- ❖ Add notes in the comment box (optional)
- ❖ Click "Submit Assignment" button
- ❖ Canvas will provide a confirmation page that you're assignment was submitted.
- ❖ Your professor may leave feedback on the paper directly in this assignment.

To view your grades:

- ❖ Many professors post grades on Canvas. When they do, you can log in, click on the appropriate class, and click "Grades" on the left of the page. Assignments, point values, and percentages are all displayed.
- ❖ You can also try a "What If" scenario by clicking on a blank score and entering a point value. You will then be able to see how a particular score on a test, assignment, project, etc. would affect your overall grade in the class.

To take surveys:

- ❖ When student feedback is needed, your professors or the college may ask you to take a survey on Canvas, or via a link sent to your PUC email account.

Other helpful content on Canvas:

- ❖ In the “Files” or “Modules” area of Canvas, your professor may post several useful class documents including the syllabus, handouts, or sometimes even PowerPoint slides or lecture notes. You are able to view or download and print any of these documents.

Step #5: Changing your password for WebAdvisor and Canvas

It is strongly recommended that you change from the default password to a unique password for WebAdvisor and Canvas. The following process will change your WebAdvisor and your Canvas password simultaneously. Therefore you will have the same password for both WebAdvisor and Canvas. To change your password:

- ❖ Go to **services.puc.edu**
- ❖ Click on “Accounts” near the bottom of the right side of the screen
- ❖ Click on “Change Password”
- ❖ Fill out your information and click “Submit”