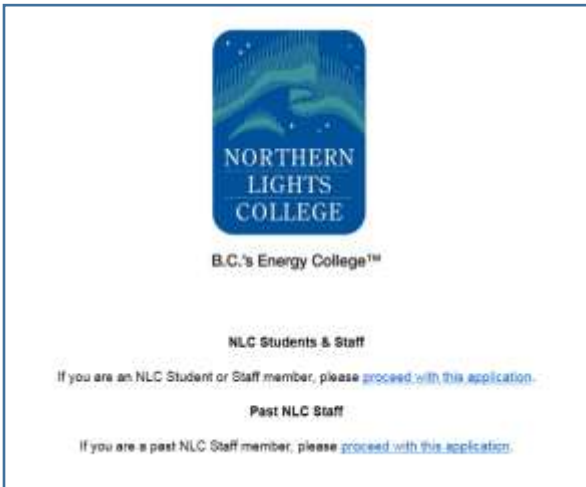


Web Advisor (ECEC or EA):

1. Go to our NLC homepage: www.nlc.bc.ca
2. Click on “Current Students” on the top blue bar
3. Click on “Web Advisor (aurora.nlc.bc.ca)” link on the left menu. You should see this:



4. Click on the first “proceed with this application” under **NLC Students & Staff**. This will take you to the main login for Web Advisor.
5. Click “LOG IN” on the top blue bar. This should now take you to a new page like this:



**For ease of use, you may wish to set this page as a favorite for your web browser so that you can get to this point easier than using all the last 6 steps. (not required, only an option)

6. If you have the original email that you received stating your new NLC email address and password with the Microsoft 365 information, then proceed with the following 2 steps: (***if you do not have the original email received with your username and password, please continue on with Step 7**)
 - a. Your user login email will be your new NLC email address that you would have received. It will start with your 7 digit student ID number followed by @students.nlc.bc.ca (Your Student ID number is at the top of your acceptance letter or on any registration statement or receipt from NLC)
If you don't have 7 digit ID number, add zeros in front of your 5 or 6 digit number to make 7 digits.
(ex. If your student number is 1234, your User ID would be **0001234@students.nlc.bc.ca**)
 - b. Enter your password provided to you in the email and click “Sign in”

7. If you **do not** have the original email with your login information, please follow these steps to retrieve your password:
 - a. Click on “Can’t access your account?” under the ‘Sign in’ button. Then click on “Work or school account”
 - b. Enter your User ID in the first selection window - this is your usual User ID. It will start with your 7 digit student ID number followed by @students.nlc.bc.ca (Your Student ID number is at the top of your acceptance letter or on any registration statement or receipt from NLC)
If you don’t have 7 digit ID number, add zeros in front of your 5 or 6 digit number to make 7 digits. (ex. If your student number is 1234, your User ID would be **0001234@students.nlc.bc.ca**)
 - c. Enter the security character information in the second selection window and click “Next”.
 - d. The system will send an email to your personal email that we have on file when you applied. Follow the directions it gives you to login to your Web Advisor. If you receive an error message stating that the User ID is invalid, then you need to email webadvisorhelpdesk@nlc.bc.ca to assist you with your user ID and password – please state that you do not have access to web advisor. Best to include your full name and student ID number for them to assist you.
8. Once you are successfully logged into your Web Advisor, you should see “Welcome...(your name)” above the blue text about ‘T2202A’s (Tuition Tax Receipt)’ info.
9. Click on “Current Students” on the right of the screen:



This is the area of Web Advisor that you will find a lot of information for taxes, registration, payment, and other info.



10. Click on “When can I register” under Academic Profile to find your information on start time to register for the upcoming term. The Registrar’s office has provided a staggered registration for all students to eliminate a large volume of registrations coming in all at once at the beginning of the registration period. The date and time you are given is when registration opens for you; you can register any time after that allotted time and up to the first day of class. The registration is still first come - first served, so don’t wait long after your allotted time to register. If you do not have a time listed, please email studenthelp@nlc.bc.ca with your full name and program you are attending and inform them that you do not have a date.

11. To Register Online:

- a. Under Registration, click on “Search/Register for Sections”

- b. Select from the drop menu the Term of which you are registering for (ex. 2018 Winter Semester)
- c. Skip the Starting date information (leave it empty)
- d. Under “Subject”, choose the following from the drop menu for each line:

For ECEC students: “Early Childhood Education”, “Early Childhood Ed (ECED)”, “Teacher Assistant (ECTA)”, & “Human Development & Care (ece)”

Subjects	Course Levels	Course Number	Section
Early Childhood Education			
Early Childhood Ed (ECED)			
Teacher Assistant (ECTA)			
Human Development & Care (ece)			

For EA students: “Education Assistant (EDAS)”, “Teacher Assistant (ECTA)”, & “Human Development & Care (ece)”

Subjects	Course Levels	Course Number	Section
Education Assistant (EDAS)			
Teacher Assistant (ECTA)			
Human Development & Care (ece)			

- e. Beside **Location**, select “Online” in the drop down menu. (Unless you are with Berry Patch group, then leave Location blank)

Course Title Keyword(s)	<input type="text"/>
Location	Online <input type="button" value="v"/> Academic Level <input type="button" value="v"/>
Instructor's Last Name	<input type="text"/>

***Leave the rest of the information blank and scroll to the bottom – Click “SUBMIT” (The more information you place in this area will cause issues if not placed correctly) You will now see the full list of courses that are being offered for the Term.

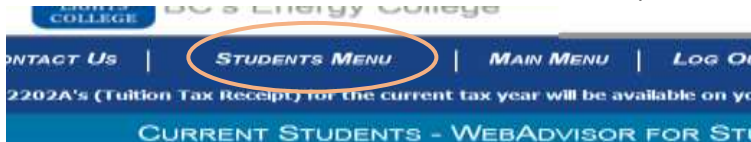
12. Finding the course to register in – Make sure that you **read each “Section Name and Title” carefully before selecting.** (Teleconference day and times will be listed under ‘Meeting Information’ and this requires review – more than one option available sometimes)
 - a. ***If you are an ECEC student,*** you will want the sections that are labeled as 401 or 402 after the course name (the difference in number will be date of teleconference)
 - b. ***If you are an EA student,*** you will want the sections that are labeled as 501 or 502 after the course name (the difference in number will be date of teleconference)
13. Click under “**Select**” beside the “**Section Name and Title**” course or courses that you are wanting to register in for the Term. Note that there may be more than one option per each course, so please make sure that you read the information under “Meeting Information” to note dates and times, or any information that may need your attention.

14. Once you have selected your course/courses, scroll to the bottom and click **“SUBMIT”**
15. You should see the course(s) you selected previously and can now select **“Register”** under **“Action”** for each course that you want to register in.
16. Then Click **“SUBMIT”** at the bottom to register in your selected courses.
17. You will see the courses that you successfully registered in like the following: (note the red circle area showing the status/confirmation)

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
2017 Fall Semester	Registered for this section		HDEC-102-80401 Health Safety and Nutrition	Online	2017/09/05-2017/12/14 Lecture Days t

18. **To Pay for the course(s) Online** (payment must be received in order to save your seat in the course(s) you registered in – or you will be unregistered by the end of the next business day if no payment is received by online payment or through Student Services):
 - a. Click on **“STUDENTS MENU”** on the blue bar at the top of the Web Advisor page.



- b. Under Financial Information, click on **“Make a Payment”**
- c. You will see what your balance is under Student Account. Then you can click the Blue **“Make Payment”**. And then click the same button **“Make a Payment”** on the next page that pops up.
- d. Select where you are wanting your payment to apply towards and enter the amount you want to pay in the space on the Right side of the page. If paying just deposit, we recommend you place a note in the **‘Memo’** spot that you are paying the deposit for the courses for the term.
- e. Click **“Continue”** once the dollar amount is entered that you are wanting to pay. The next window will look like this:

Account Payment

Amount	Payment method	Confirmation
Select Payment Method <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> Payment amount: CAD45.00 Payment method: <input type="text" value="Select Payment Method"/> </div> <div style="margin-top: 5px;"> <input type="button" value="Select"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </div> <p style="font-size: small; margin-top: 5px;">*INTERAC Online is not available for payments scheduled for a future date.</p> <p>Debit and Credit Card - We accept the following credit and debit cards.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p>INTERAC® Online <small>®Trade-mark of INTERAC Inc. Used under license.</small></p>		

Follow through with the steps to pay with either your debit card or your credit card.

*****IF YOU HAVE ANY ISSUES WITH REGISTERING ONLINE, PLEASE EMAIL:**

studenthelp@nlc.bc.ca