

# WebAdvisor is here!

Lassen Community College faculty can now view class rosters, enter grades, and view position information online via LCC's WebAdvisor.

## *How to get there:*

- visit the Lassen College home page at [www.lassencollege.edu](http://www.lassencollege.edu)
- click on WebAdvisor near the upper left corner of the page
- click on Login
- enter your User ID#  
(if you do not know it then click on forgot your user ID & then follow the directions)
- enter your Password  
(if you don't already have this then enter your mmddyy & this will prompt you to create a personal password ... you must choose 6-9 characters with both letters & numbers)
- when successful, you'll be returned to the welcome page
- click on the Faculty link ... this provides the Menu to access all your faculty functions
- as a faculty member, you also have access to the Employees link for HR functions

## *What you can do:*

- Class Rosters: view rosters and student profiles for all your classes
- Grading: enter grades
- Personal Profile: view your position and stipend records
- Account Help: manage your password and change your address

## *Where to get help:*

- contact HelpDesk at 530-310-4077 or [help@lassencollege.edu](mailto:help@lassencollege.edu)
- HelpDesk hours are Monday thru Friday 8:00am-3:30pm

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**\*\*NOTE:** WebAdvisor accounts are normally created for all employees. If your account has not been created yet ('Username not found in registry'), contact the IT Department.