

# WebAdvisor is here!

Lassen Community College staff can now view their personnel 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 Employees link ... this provides the Menu to access all your employee functions

## *What you can do:*

- Position Summary: view your position information
- Leave Plan Summary: view your leave rates and balances
- My Stipends, Total Compensation: view pay information
- Available W2 Statements: view past W2 tax forms
- Account Help: manage your WebAdvisor password

**\*\*NOTE:** View my employment action history is not currently set up, and will produce an error message if you click on it. DO NOT click OK to this message, doing so will terminate your session; instead, use the browser Back button to return to the menu

## *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.