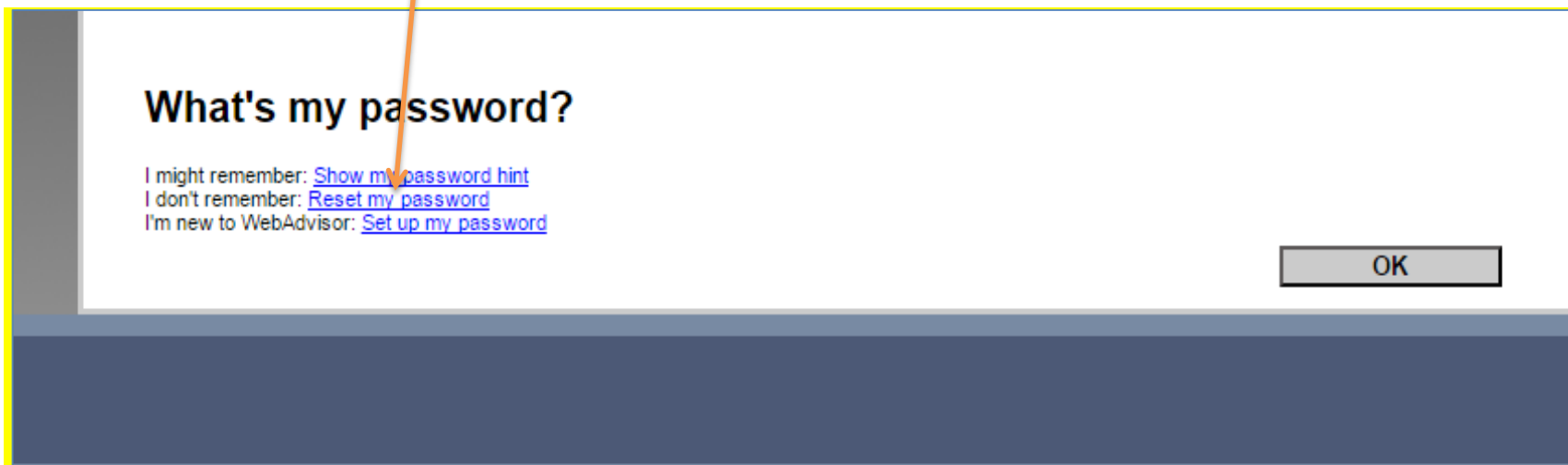


To get your **Unofficial Transcripts** follow the steps below.

1. Click on the link <https://jasper.ursinus.edu/WebAdvisor/WebAdvisor>
2. Click on **What's My Password?**



3. Click on **Reset My Password.**



4. Enter Last Name and SSN# (or Colleague ID). Click Submit.

Reset my password

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Colleague ID

5. Select an e-mail address and click Submit.

Select an e-mail address

* = Required

Send my temporary password to this email address*

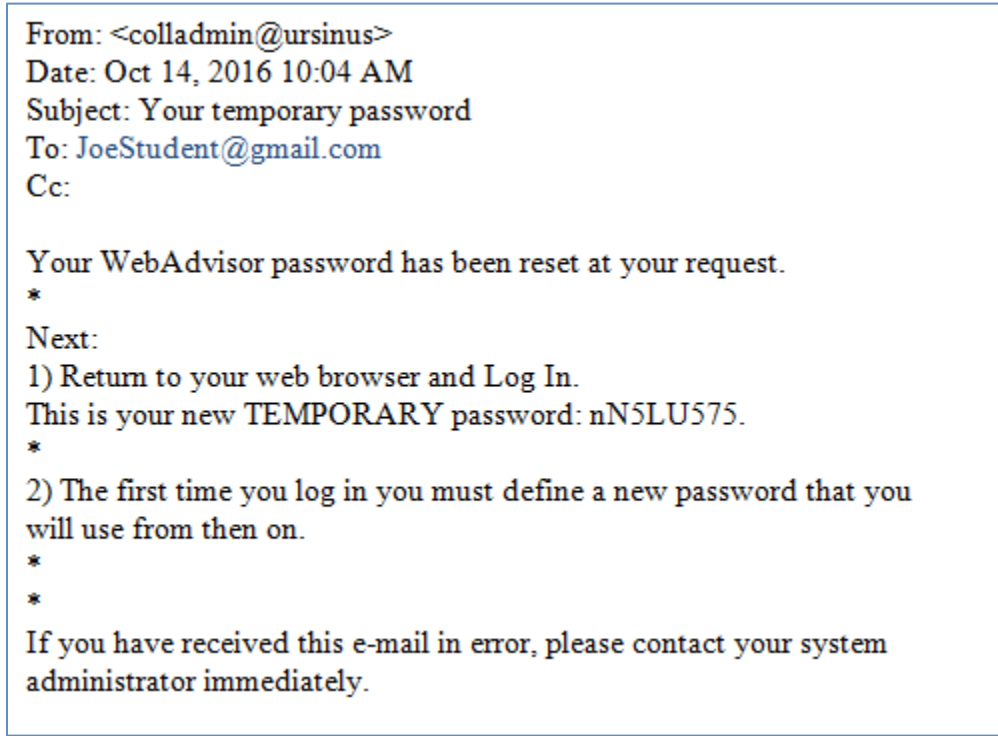
[Log In](#) | [Main](#)

6. You will receive a confirmation. Click on OK.

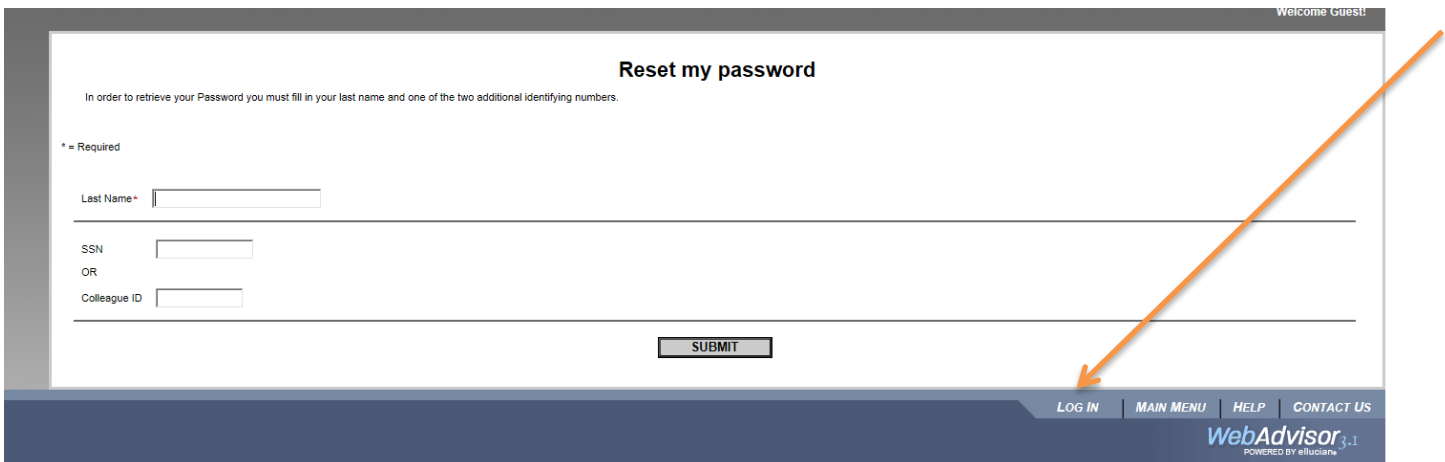
Reset Password Confirmation

Your temporary password will be sent to this e-mail address immediately: @ursinus.edu

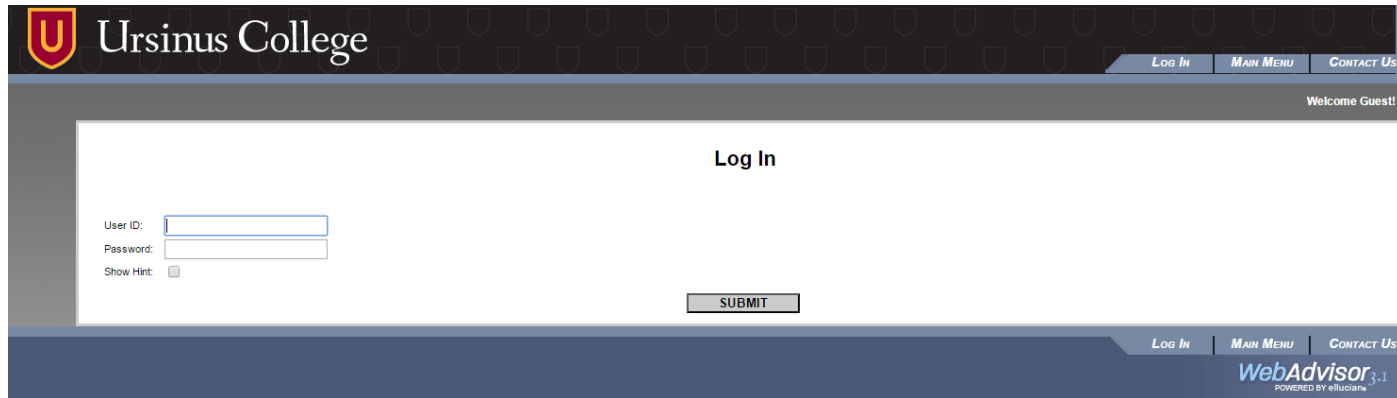
7. The email you receive will look similar to the example shown below.



8. Click on Login



9. Enter your Ursinus UserID/Login and temporary Password. Click Submit.



The image shows the login page for Ursinus College's WebAdvisor system. The page has a dark blue header with the Ursinus College logo and name on the left, and navigation links for 'Log In', 'Main Menu', and 'Contact Us' on the right. Below the header, a grey bar displays 'Welcome Guest!'. The main content area is white and titled 'Log In'. It contains a form with three fields: 'User ID:' with a text input box, 'Password:' with a password input box, and 'Show Hint:' with a small square checkbox. A 'SUBMIT' button is centered below the form. At the bottom of the page, there is another dark blue footer with the same navigation links and the 'WebAdvisor 3.1' logo, which includes the text 'POWERED BY eLUCASIA'.

Ursinus College

Log In | Main Menu | Contact Us

Welcome Guest!

Log In

User ID:

Password:

Show Hint:

SUBMIT

Log In | Main Menu | Contact Us

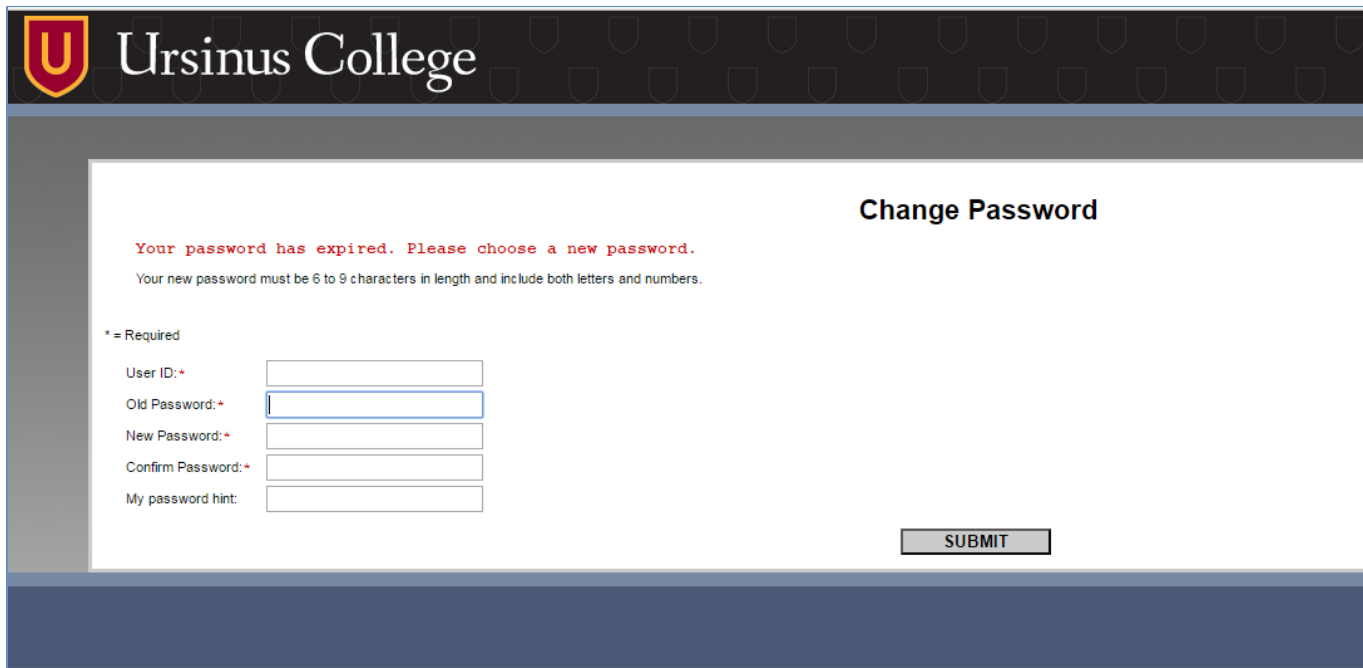
WebAdvisor 3.1
POWERED BY eLUCASIA

10. Enter your Ursinus UserID/Login, Temporary Password and New password to change your password. Click Submit. You will be prompted to change your temporary password after you login. The password should be at least 9 characters long and not contain any part of the username.

The password should contain all 3 of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Special characters are optional

Please try to copy and paste the password (which is shown after the – in the above email).



The screenshot shows the Ursinus College website header with the logo and name. Below the header is a "Change Password" form. The form contains a message in red text: "Your password has expired. Please choose a new password." Below this message is a note: "Your new password must be 6 to 9 characters in length and include both letters and numbers." There is a legend indicating that an asterisk (*) denotes a required field. The form includes five input fields: "User ID: *", "Old Password: *", "New Password: *", "Confirm Password: *", and "My password hint:". A "SUBMIT" button is located at the bottom right of the form area.

Ursinus College

Change Password

Your password has expired. Please choose a new password.

Your new password must be 6 to 9 characters in length and include both letters and numbers.

* = Required

User ID: *

Old Password: *

New Password: *

Confirm Password: *

My password hint:

SUBMIT

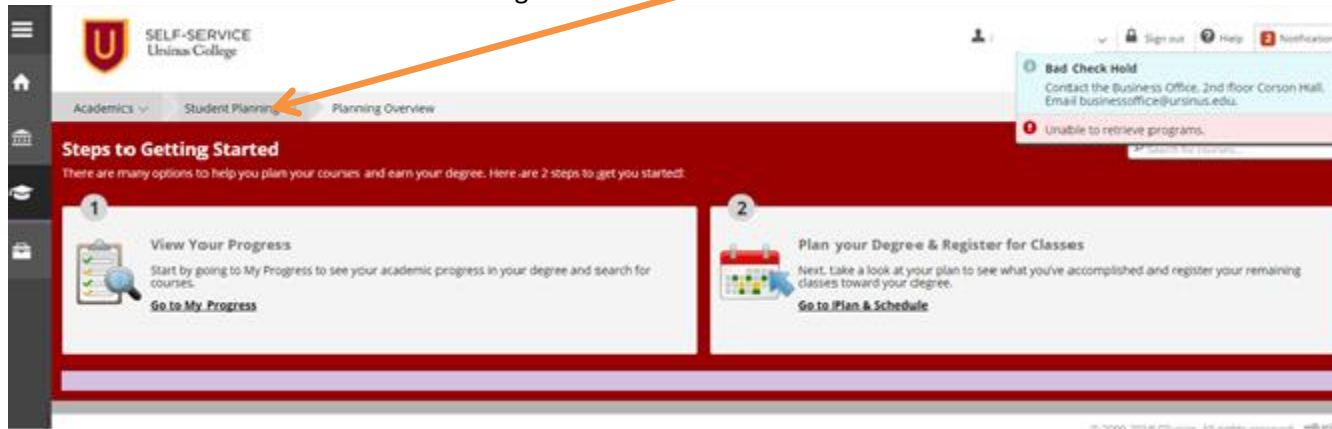
11. Click on Students

The screenshot shows the top navigation bar of the Ursinus College WebAdvisor system. The header includes the Ursinus College logo and the text 'Ursinus College'. To the right of the logo are navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', and 'CONTACT US'. Below the header, a dark blue bar contains the word 'Students' in white. The main content area is mostly blank with some faint text on the left side. At the bottom, there is a footer with links for 'Account Information', 'I'm New to WebAdvisor', and 'What's My Password?'. The 'WebAdvisor 3.1' logo is visible in the bottom right corner.

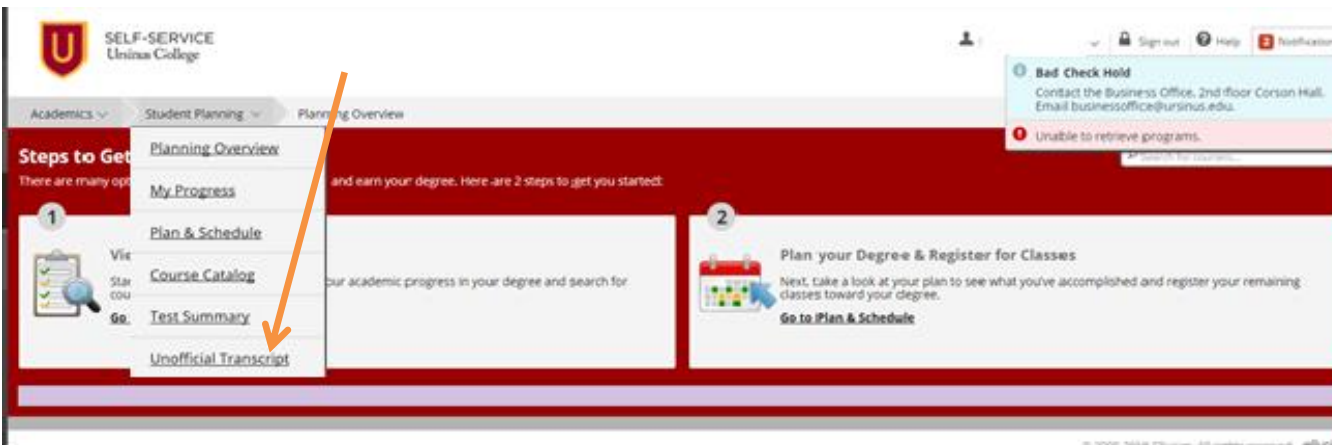
12. Click on Student Planning

The screenshot shows the 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU' page. The top navigation bar includes the Ursinus College logo and the text 'Ursinus College'. To the right of the logo are navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US'. Below the header, the page title is 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. A warning message states: 'The following links may display confidential information.' Below this, there are several menu items: 'User Account', 'Financial Information', 'Financial Aid', 'Academic Planning', and 'Change Meal Plan'. Each menu item has a corresponding link below it. An orange arrow points from the 'Student Planning' link to the 'Student Planning' menu item. The 'WebAdvisor 3.1' logo is visible in the bottom right corner.

13. In Self Service click on 'Student Planning'



14. Click on 'Unofficial Transcript'.



If you have questions or difficulties please contact Tech Support 610-409-3789 or TechSupport@ursinus.edu .