

WebAdvisor

E-commerce Access



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main menu

Welcome Guest!

WebAdvisor gives students, staff, and the community access to their databases.



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How do I access WebAdvisor as a student?

- Go to webadvisor.evansville.edu on the Web
- Click on **Log In**
- Enter your user ID and password; click **SUBMIT**
- Click on **Current Students**
- You will see the **Current Students** menu which allows you to access your student account, financial aid, and registration information, among other things

How do I view my bill online?

- Go to webadvisor.evansville.edu on the Web
- Click on **Log In**
- Enter your user ID and password; click **SUBMIT**
- Click on **Current Students**
- Under the **Student Accounts** section, click on **View Bills**
- Click on the appropriate bill date

How do I pay my account online?

Access the WebAdvisor account as described above.

- From the **View Bills** screen, click on **Make a Payment**
or
From the bill, click on **Make a Payment** in the bottom left corner

- Enter the amount of payment in the **Payment Amount** box
- In the **Payment Type** box, click on the drop-down arrow
- Click on appropriate payment type; click **SUBMIT**
- For **Electronic Check Payment**, enter the bank routing number and account number; click **SUBMIT**
or
For **MasterCard, Discover, or American Express** payment, enter credit card number, expiration date, and the card security code; click **SUBMIT**
(All credit card payments are subject to a 2.5% convenience fee)
- Print the **Payment Confirmation** for your records
- An e-mail payment confirmation will be sent to the e-mail address on record

How do I grant access to my parent or other designee?

- Follow the above steps for logging onto WebAdvisor and accessing the **Current Students** menu
- Under the **Parent's Information** section, click on **My Parents**
- In the **Action** box beside the person's name, click on the drop-down arrow
 - If no person is listed, click on the drop-down arrow beside **ADD NEW**

- Select **Add Information**; enter information, click **SUBMIT**
- Review and complete all fields; click **GRANT ACCESS** - The e-mail address provided here will be used for all WebAdvisor confirmation e-mails
- UE will assign your designee a user name and password within 72 hours of receiving your request; once assigned, the new user name and a temporary password will be e-mailed to your designee

How does my parent or other designee access my WebAdvisor information?

- You, the student, will need to follow the steps for granting access to your designee
- After those steps have been completed, your parent or other designee will receive a confirmation e-mail with their assigned user name and temporary password; with this they can go to webadvisor.evansville.edu
- Click on **Log In**
- Log in to WebAdvisor using the new user ID and temporary password that was e-mailed to them
(*The first time they log-in to WebAdvisor they will be instructed to update their password.*)
- Click on the **Parents** window to access their student's information

How do I view and pay my student's account online?

- Follow the instructions listed under **How do I view my bill online?**