How To Access Pay Advices On-Line
for Student Employees

To view your Pay Advice, you will use your Washington College user ID and email password. If you have any questions regarding your username or password, please contact the Office of Information Technology’s Help Desk at 410.778.7777.

1. Open your internet browser and go to the Washington College homepage: [www.washcoll.edu](http://www.washcoll.edu)
2. Scroll to the bottom of the homepage to “Logins.” Choose “Students.”
3. Under “Top Links” choose “Web Advisor”. This will take you directly to the Web Advisor portal.
4. Click on “Log In” tab - top right
5. Enter Log In Information and click “Submit”
   a. Enter your email log in (i.e. jsmith2)
   b. Enter email password
6. Click on “Employees”- blue block right side
7. Select option you wish to view (pay advices or other options) under the “Employee Profile” section.
8. Remember to LOG OUT, when you finish viewing your individual documents, by clicking on “LOG OUT” tab.