How to Obtain an Email Account and Access Pay Advices for Employees

Obtaining an Email Account (if applicable)

Once a new employee has officially been loaded on the Washington College payroll system an email account will be generated. (NOTE: Typically the email account will be generated within 48 hours of being loaded into the system).

To establish an email account:
1. Visit http://selfservice.washcoll.edu/self-service/
2. Select “Claim Your Account”
3. Follow the series of prompts to obtain your username and create a password.
4. When this process is complete, you can log-in to your email account by clicking the Faculty and Staff link http://www.washcoll.edu/facultystaff/. Once you are on the Faculty and Staff page, click “Outlook Email Login” located under “Top Links” at the top left of the page.

For assistant with this process, please contact the Help Desk at 410.778.7777 or visit the Help Desk located on the ground floor of William Smith.

To View Pay Advices

1. Open your internet browser and go to the Washington College homepage: www.washcoll.edu
2. Scroll to the bottom of the homepage to “Logins.” Choose “Faculty and Staff.”
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. Under the “Employee Profile” section, select the “Pay Advices” option.

8. Remember to LOG OUT by clicking on the “LOG OUT” tab.