



Your grade is available for viewing online at [www.ashland.edu/professionals](http://www.ashland.edu/professionals). Click on WEBADVISOR (last item listed) in the purple bar.

Click on "**Account Information**" (at the bottom of the page) and then "**What's My User ID**".

Once you have your User ID, click on "**Log In**". Enter your User ID. Your initial password is the last 6 digits of your social security number. You will be prompted to change your password. Passwords are case sensitive and must contain 6 - 9 characters and be a combination of letters and numbers.

Select **Students**.

Under **Academic Profile** select **Grades** to view your grades. Select **'Grade Report (Printable)'** to print your grade report.

To request an official transcript, please go to:

<http://www.ashland.edu/registrar/transcript.html>.

To print a receipt of your account, under **Financial Information**, click on **University Account Statement**.

For additional information about how to use WebAdvisor, click on the 'Frequently Asked Questions' link at the top of the main menu.

***For questions, please contact Sue Spicer at 419-289-5350 or Beth Foster at 419-289-5389.***