



Your courses, grades, printable receipts and grade reports are all available using Ashland's student portal, WebAdvisor. Click the link to set up your account:

<https://webadvisor.ashland.edu>.

- Click on "**Account Information**" (lower right hand corner) and then "**What's My Login Information**".
- After you enter your last name and SSN or AU ID#, your **username** will be displayed. (Please mark this down for future reference.) A **temporary password** will be sent to the email address we have on record. (If the email listed is incorrect, please contact us immediately to have it changed.) Once you receive the email, you will need to log in with the temporary password, after which you will be forced to change it to a password that only you will know. Passwords are case sensitive and must contain 8 or more characters and be a combination of letters and numbers.
- Select **Students**.
- To view grades: under heading **Academic Profile** select **Grades**.
- To print a grade report: under heading **Academic Profile** select **Grade Report (Printable)**.
- To print a record of your payment: under heading **Financial Information**, select **View Account and Make Payments**.

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You can order an official transcript by going to

<https://www.ashland.edu/administration/registrar/transcript-request>

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

**For questions or to change your email address in our records, please contact us at (419) 289-5350 or (800)-882-1548, Ext. 5350.**

*Thanks for choosing Ashland University Professional Development.*