

# How to sign up as an Advisor on the Roster System

The screenshot shows the WP Connect website interface. At the top, there is a navigation bar with links for WPconnect, Blackboard, Email, Site Map, Self Service, Faculty, and Employee. Below this, there are several sections: Banner Self-Service, Employee Quick Links (with links for Graduate and New & Incoming Students), Available Applications (with a list of links including Employee Applications Link), Blank Forms & I, BANNER MANUA, and Provost's Office. The Employee Applications Link is highlighted with a red box and an arrow pointing to it.

**Step One:** Log in to WP Connect

**Step Two:** Click on Employee Applications Link

**Step Three:** Click on Advisor Sign Up for Clubs/Activities

- Student**  
**Student Records**
- Activities and Clubs Administration
  - Advisor Sign Up For Clubs/Activities



## CLUBS AND ACTIVITIES

Please choose the club or activity that you would like to administer.

[View reports](#)

### Clubs and Activities

- [720 Modeling Group \(31\)](#)
- [ALPEA \(0\)](#)
- [Accounting Society \(24\)](#)
- [Ballroom Dancing Club \(33\)](#)
- [Reacon Newspaper-Student Run \(34\)](#)
- [Bowling Team \(39\)](#)
- [Brothers for Awareness \(10\)](#)

**Step Four:** Click on the name of the club/organization that you are signing up for

**Step Five:** Contact the president of the club/organization that you signed up for to let them know that you've completed the process. This is necessary as they'll now need to assign you to the role of advisor.

Please contact a staff member in the Office of Campus Activities & Student Leadership at ext. 2271 with any questions.