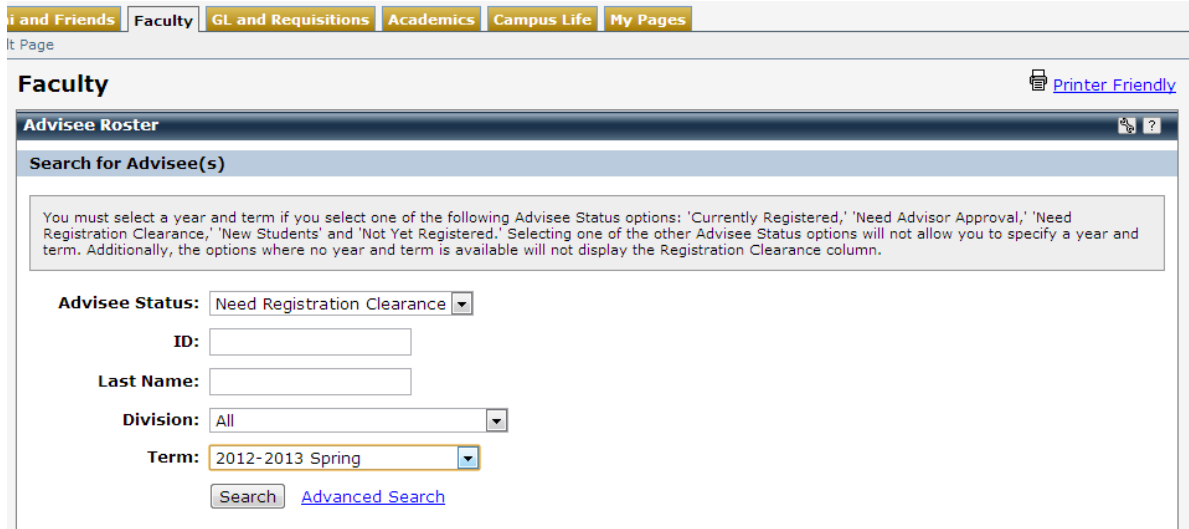**Enabling Web Registration**
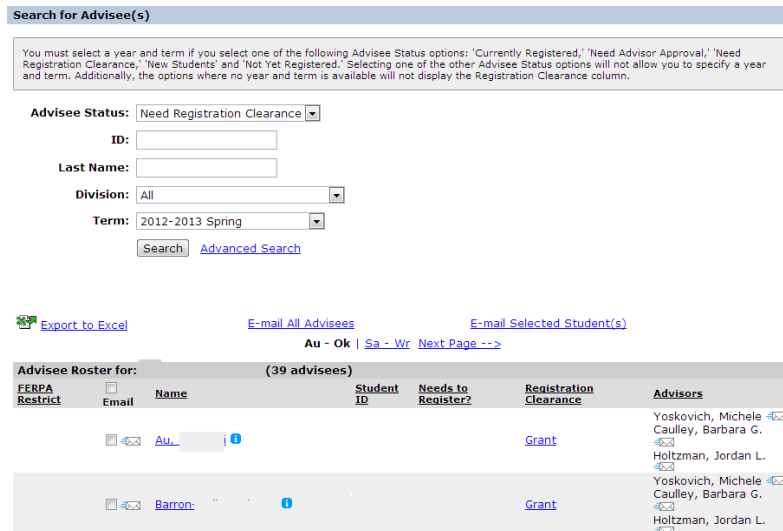
From the Faculty Tab, click "Advisee Roster" on the left hand side. In the Advisee Status, choose "Need Registration Clearance". Choose the term for which you want to grant clearance. You need to grant each term individually. If you want to grant for Summer 1, Summer 2, and Fall, you will need to do it all separately.

Click Search. This brings up a list of all the students to whom you are assigned as an advisor who need registration clearance for that particular semester.

If the student you are looking for does not appear in this list, do a search for All Advisees. The student may have been granted clearance already. If the student does not appear at all in your advisee list, contact your administrative coordinator.

Click "Grant" to grant the student permission to register online.