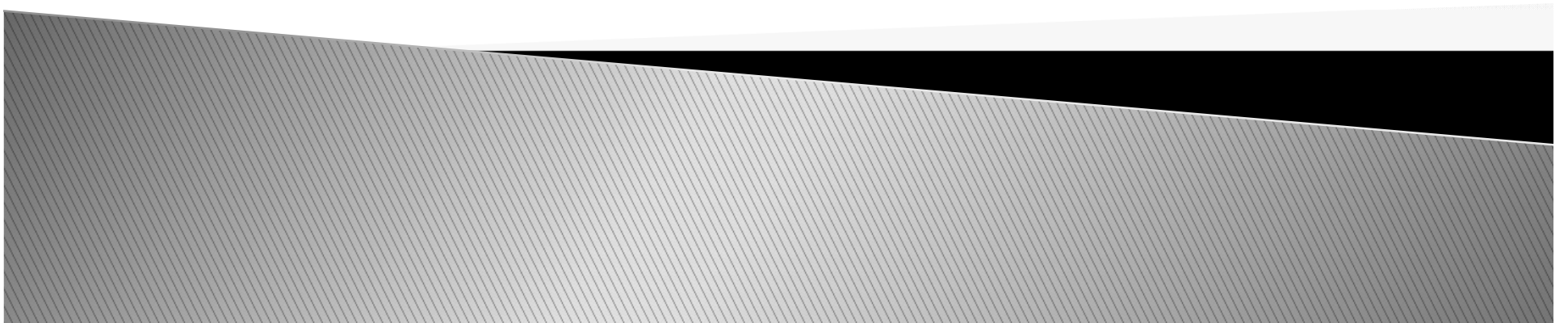
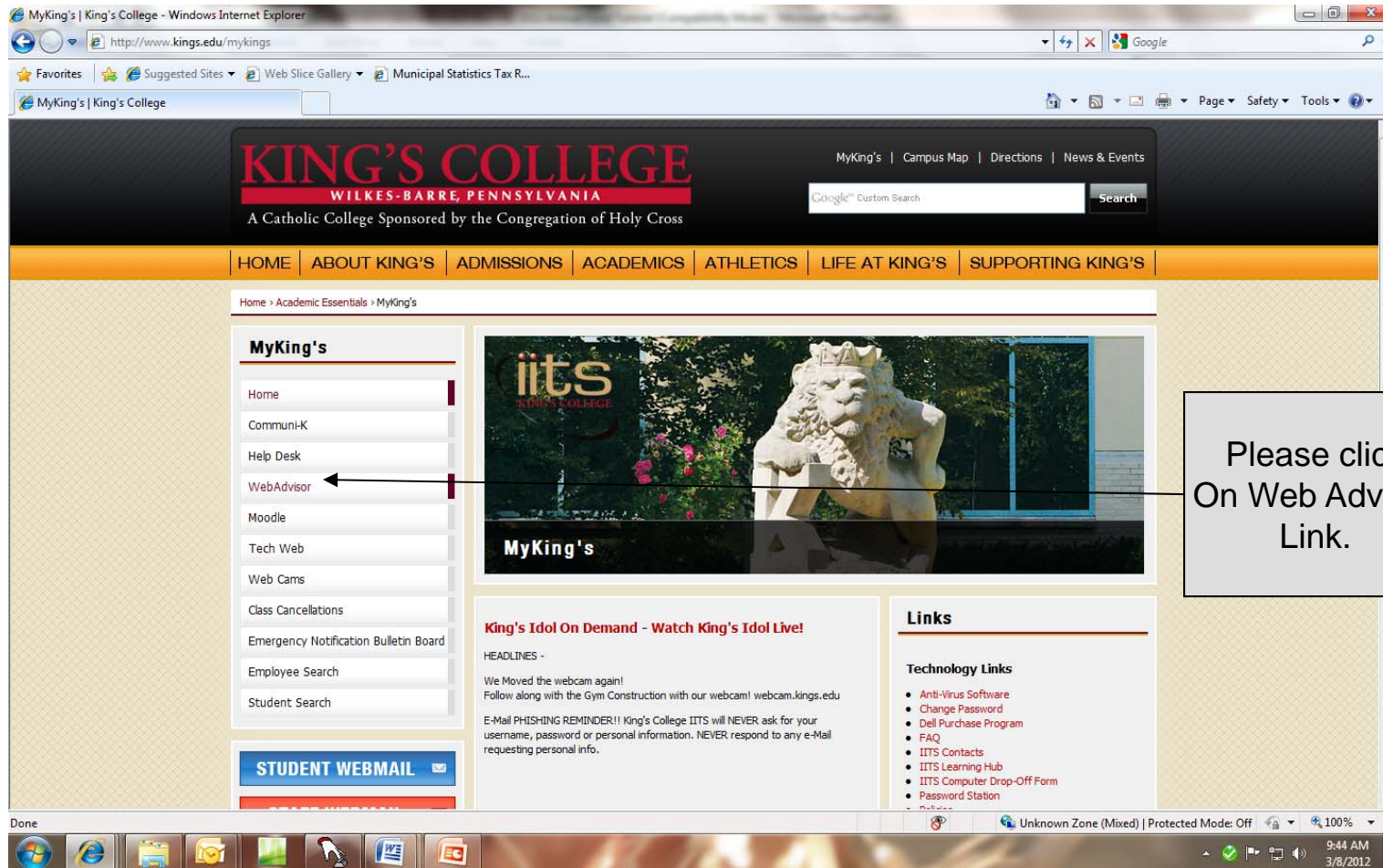


2015 Annual Fund Campaign

Payroll Deduction Tutorial



Log Into Web Advisor



The screenshot shows a Windows Internet Explorer browser window displaying the King's College website. The browser's address bar shows the URL <http://www.kings.edu/mykings>. The website header features the King's College logo and navigation links. A sidebar menu on the left lists various services, with 'WebAdvisor' highlighted and an arrow pointing to it. A callout box on the right contains the text 'Please click On Web Advisor Link.' The main content area includes a large image of a lion statue and several news items.

MyKing's | King's College - Windows Internet Explorer
http://www.kings.edu/mykings

MyKing's | Campus Map | Directions | News & Events

KING'S COLLEGE
WILKES-BARRE, PENNSYLVANIA
A Catholic College Sponsored by the Congregation of Holy Cross

HOME | ABOUT KING'S | ADMISSIONS | ACADEMICS | ATHLETICS | LIFE AT KING'S | SUPPORTING KING'S

Home > Academic Essentials > MyKing's

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor**
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

King's Idol On Demand - Watch King's Idol Live!

HEADLINES -

We Moved the webcam again!
Follow along with the Gym Construction with our webcam! webcam.kings.edu

E-Mail PHISHING REMINDER!! King's College IITS will NEVER ask for your username, password or personal information. NEVER respond to any e-Mail requesting personal info.

Links

Technology Links

- Anti-Virus Software
- Change Password
- Dell Purchase Program
- FAQ
- IITS Contacts
- IITS Learning Hub
- IITS Computer Drop-Off Form
- Password Station

Please click On Web Advisor Link.

Done
Unknown Zone (Mixed) | Protected Mode: Off | 100%
9:44 AM
3/8/2012

Login to WebAdvisor

The screenshot shows the King's College WebAdvisor interface. At the top, the header includes the college name "KING'S COLLEGE WILKES-BARRE, PENNSYLVANIA" and a search bar. Below the header is a navigation menu with links for HOME, ABOUT KING'S, ADMISSIONS, ACADEMICS, ATHLETICS, LIFE AT KING'S, and SUPPORTING KING'S. The main content area features a "Web Advisor" banner and a prominent blue button labeled "LOGIN TO WEBADVISOR" with a lock icon. A callout box with a black border and white background points to this button, containing the text "Please select 'Login To WebAdvisor'". To the left of the main content is a sidebar menu under the heading "MyKing's" with various service links. Below the sidebar are three buttons: "STUDENT WEBMAIL", "STAFF WEBMAIL", and "PASSWORD ISSUES". At the bottom of the page, there is a troubleshooting section for Internet Explorer users, with a small screenshot of the Internet Options dialog box showing the "Advanced" tab selected.

Home > MyKing's > Web Advisor

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

STAFF WEBMAIL

PASSWORD ISSUES

Web Advisor

LOGIN TO WEBADVISOR

Please select "Login To WebAdvisor"

If you are experiencing an "Internet Explorer cannot display the webpage" message when accessing WebAdvisor, follow the steps below to correct the issue:
Open Internet Explorer
Click on **Tools** then **Internet Options**
File Edit View Favorites Tools Help
Internet options
Click **Advanced** Tab.
Scroll down to the bottom and uncheck the **Use TLS 1.2** option
Internet Options
General Security Privacy Content Connections Programs Advanced

Log In

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7980980058

WebAdvisor Main Menu

KING'S COLLEGE

LOG IN MAIN MENU CONTACT US

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

Prospective Students

Students

Faculty

Employees

Account Information | [I'm New to WebAdvisor](#) | [What's My Password?](#)

LOG IN MAIN MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Please click on "LOG IN".

Local intranet | Protected Mode: Off

9:46 AM
3/8/2012

Enter User ID & Password

Log In - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/collleague?TOKENID=7980980058&SS=LGRQ&URL=https%3A%2F%2Fwa02.kings.edu%3A8443%2Fwebadvisor%2Fcollleague%3FTYP

Log In

KING'S COLLEGE

LOG IN MAIN MENU CONTACT US

Welcome Guest!

Log In

Please enter your User ID (first name last name with no spaces) and your password. You will then click on "SUBMIT".

User ID: bethannahill

Password: ●●●●●●

Show Hint:

SUBMIT

LOG IN MAIN MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATEL

Done Local intranet | Protected Mode: Off 100%

9:47 AM
3/8/2012

Select “Employees” tab

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7980980058

WebAdvisor Main Menu

KING'S COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Beth Ann Kolodgie!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

Prospective Students

Students

Employees

Account Information | I'm New to WebAdvisor | What's My Password?

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor 3.1

Local intranet | Protected Mode: Off | 9:51 AM 3/8/2012

You will see your name on the page and you will then need to select The “Employees” tab. This may be in a different order on your individual page.

Select “2015 Annual Fund Enrollment”

The screenshot shows the 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' page. The page is organized into several sections with horizontal bars: 'User Account', 'Employee Profile', 'Time Entry and Approval', 'Communication', 'Financial Information', 'Budgeting', 'Purchase Orders', and 'Work Orders'. A warning message at the top states: 'The following links may display confidential information.' An arrow points from a text box at the bottom to the '2015 Annual Fund Enrollment' link in the 'Employee Profile' section.

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Beth Ann Kolodgie!

The following links may display confidential information.

Section	Links
User Account	I'm New to WebAdvisor What's my User ID? Change Password Address Change
Employee Profile	Position Summary Leave Plan Summary My Stipends Pay Advices View Pay Advices (For Administrators) W-2 Electronic Consent W-2 (For Administrators) W-2 Statements T4 Electronic Consent Current Benefits 2015 Annual Fund Enrollment
Time Entry and Approval	Time entry Time history Time approval (for supervisors) Employee history (for supervisors)
Communication	My Documents
Financial Information	Budget selection Budget summary T4A Electronic Consent
Budgeting	Budget selection Budget summary
Purchase Orders	
Work Orders	

Please click on “2015 Annual Fund Enrollment”.

Select “Enroll or Change Benefits”

KING'S COLLEGE
CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES Welcome Veronica Giamusso!

2014 Annual Fund Campaign

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Additional Life Insurance Empl	\$50,000.00				No
Dental Family	\$27.10	Courteny Giamusso; Nicholas Giamusso; Ross Giamusso			No
Group Life Insurance					No
Long Term Disability					No
Medical Spending Account	\$19.24				No
Ppo \$300 Deductible Family	\$68.42	Courteny Giamusso; Nicholas Giamusso; Ross Giamusso			No
Retirement - 3%	3.0000%				No
Vision Family	\$3.53	Courteny Giamusso; Nicholas Giamusso; Ross Giamusso			No

Enroll or Change Benefits
 Manage Dependents/Beneficiaries
 Proceed to Enrollment Completion

Your current benefits will be listed that are not available to change during this Campaign.

Please select “Enroll or Change Benefits” and then click on “Continue”. The only benefit you can enroll in or change is the Annual Fund Campaign.

Select Annual Fund Drive 2015

The screenshot displays the 'Annual Fund Enrollment' page on the King's College web portal. At the top, the 'KING'S COLLEGE' logo is visible, along with navigation links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', 'HELP', and 'CONTACT US'. Below the logo, the page title 'Annual Fund Enrollment' is centered. On the left, there is a section titled 'Benefit Selections' with a sub-header 'Select All That Apply'. A table lists 'Annual Fund Drive 2015' with a checked checkbox. To the right of the table is a 'Continue' button. A callout box at the bottom of the page contains the instruction: 'Please select "Annual Fund Drive 2015" and then click on "Continue".' Two arrows point from this box to the checkbox and the 'Continue' button respectively.

Annual Fund Enrollment

Select All That Apply Benefit Selections

<input checked="" type="checkbox"/>	Annual Fund Drive 2015
-------------------------------------	------------------------

Continue

WebAdvisor 3.1
POWERED BY DATATEL

Please select "Annual Fund Drive 2015" and then click on "Continue".

Make an Election & Designation

Benefit Selection

Please enter the BI-WEEKLY amount you would like to contribute to the 2015 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in July 2015 through June 2016. For example: If you elect a \$2.00 BI-WEEKLY deduction, your annual contribution will equal \$52.00 (\$2.00 X 26 pays = \$52.00) for the 2015 Annual Fund Campaign.

Currently you have no 2015 Annual Fund Campaign contribution through payroll deduction.

Current Annual Fund Drive 2015 Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You are currently not enrolled in any benefits.				

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2015 Annual Fund Drive	Enroll	\$10.00		Self - unrestricted	

NOTE: If you would like to designate your donation to a specific use, you will need to specify the allocation in the "Provider" section. (You will be prompted for this information two screens after leaving this screen) You can review a list of designations by clicking on the blue text "2015 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One	Annual Fund Drive 2015 Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="radio"/>	2015 Annual Fund Drive		

Please select "2015 Annual Fund Drive" and "Save Information and go to the next form". Then Please click on "Continue".

If you would like your donation to go towards a specific use please click on this link for a list of options. You will enter this designation on the Designate your Gift screen (future Screen).

Choose your bi-weekly donation

EMPLOYEES

Welcome Beth Ann Kolodgie!

Enter Bi-weekly Payroll Deduction Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2015 Annual Fund Drive	\$999,999.99	10.00

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY ORACLE

Please enter the BI-WEEKLY payroll deduction here.
This will be deducted for each of the 26 pays starting with the first pay in July 2015.

Once the bi-weekly payroll deduction amount is entered, please click on
"Save information and go to the next form" and then "SUBMIT".

Designate Your Gift

Designate your Gift in Provider Name or list Unrestricted

Designate your gift or list "unrestricted" in the Provider Name. A list of designations can be found by clicking on the blue hyperlinked text in the upper right hand corner entitled "Annual Fund Contributions."

[Annual Fund Contributions](#)

Benefit
2015 Annual Fund Drive

Provider Information Needed for **Provider Name** **Provider ID**
Mrs. Beth Ann Kolodgie unrestricted

Please designate your gift on this screen as either "unrestricted" or specify the use of your funds:

- Greatest need (unrestricted)
- Presidential Hope Fund
- Employee Scholarship
- Faculty Scholarship
- Other (please identify specific designation – contact Institutional Advancement for other options)

Type in the name and then click on
"Save information and go to the next form" and "Continue"

Review Gift and Allocation

KING'S COLLEGE

EMPLOYEES

Welcome Beth Ann Kolodgie!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2015 Annual Fund Drive	Enroll	\$10.00		Self - unrestricted	

Save Choices and Complete Later

Save and go back to make other selections or corrections

Manage Dependents/Beneficiaries

Ready to sign

By clicking "Submit" Final Enrollment button below, you are providing an electronic signature allowing King's College to deduct your 2015 Annual Fund Campaign contribution through payroll deduction.

Electronic Signature for Final Enrollment

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Please review your bi-weekly payroll deduction and allocations
You are not done until you sign the form by clicking "Ready to Sign" and
"Electronic Signature for Final Enrollment" and "Submit".

You are done

Confirmation Complete - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=4335092348&SS=7&APP=HR&CONSTITUENCY=WBEM

Confirmation Complete

KING'S COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES Welcome Dummy Employee!

Confirmation Complete

Thank you for donating through payroll deduction to the 2012 Annual Fund Campaign. Your elections have been routed to the Payroll Department for processing.

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATEL

Done

11:04 AM
3/8/2012

Once you receive this confirmation page you are done. If you **do not** receive this page you have NOT completed the enrollment process.