Portal Instruction Sheet

For all tasks, start by accessing the Portal via [my.whitman.edu](http://my.whitman.edu) using your Marcus username and password.

**Advisers: Granting clearance and viewing academic information**

Find your advisee in either the Advisees list or by searching them. Click “Grant Clearance” in the right-hand list of options. Once you have granted clearance, it will be displayed as below:

To view academic information for your advisee, click the appropriate item in the list.

**Viewing current or upcoming courses**

Start in *Faculty Courses* in the Faculty tab. To change the term shown, select from the drop-down menu, as shown below:

A list of your courses for the selected term will be displayed.
Viewing Class Rosters

Starting from *Faculty Courses*, choose the term you want (as described above). A list of your courses will be displayed. Each course will have several options shown in a list on the right. From this list, select “View Rosters.”

Course Consents: Granting and Removing

From *Faculty Courses*, select the term, then find the appropriate course and click “Manage Consents” in the right-hand list for that course. This pulls up a list of any consents you have granted for this course.

To add a new consent, click the “Add Student” button. Search for the student by typing their name in the box, then click “Add.”
If you are granting consent for a “Credit and Topic” course (e.g., independent study, direct reading, research, etc.), you will need to enter the credits and a topic. If you have any questions on this portion, contact Claire Knoche at x5980.

To remove a consent, simply click the red minus button next to the student’s name:

You can also grant consent from the “Manage Waitlist” feature, as described below.

**Waitlists: New!**

From *Faculty Courses*, select the term, then find the appropriate course and click “Manage Waitlist” in the right-hand list for that course. If you do not see this option for a course, it is because you opted out of the waitlist option. If you change your mind and wish to re-opt in, please contact the Registrar’s Office.

This pulls up your electronic waitlist (it will start off blank, as shown below):
Students will be able to add themselves to up to four waitlists, but you can also add them. To add a student to your waitlist, search for the student in the waitlist search box, then click to select them. As your waitlist begins to fill up, it will look like this:

![Waitlist Image]

You can grant consent from here by clicking “Grant” in the Consent column, and you can remove a student from your waitlist by clicking “Remove” in the Actions column. If a waitlisted student is consented into the course, they will not automatically be removed from the waitlist, so you should watch your roster and update your waitlist accordingly.

Your waitlist will initially be sorted by the date and time each student was added. To reorder your waitlist, drag and drop students into the necessary places:

![Reordered Waitlist Image]

Students will not be able to see their exact place in a waitlist, but will be warned if they add themselves to a waitlist with more than 10 other students already signed up.