

# Portal Instruction Sheet

*my.whitman.edu*

- **To give Advisee Clearance and view Academic Information for a current advisee**

Access the Portal via [my.whitman.edu](http://my.whitman.edu) using your Marcus username and password.

Find your advisee in either the Advisees list or by searching for them and then click “Grant Clearance”. To view academic information for your advisee, click the appropriate item in the list.



**John Abercrombie**  
Student

Role Student  
Major Religion  
Anticipated Grad May 2012  
Emp Eligible true  
Email [abercrjd@whitman.edu](mailto:abercrjd@whitman.edu)

- View Evaluation
- View Transcript
- View Schedule
- View Wishlist
- Give Consent
- Add to Waitlist
- Grant Clearance**

Once you have granted clearance, it will be displayed as below.



- Give Consent
- Add to Waitlist
- Clearance Granted

- **To view Class Rosters**

Access the Portal via [my.whitman.edu](http://my.whitman.edu) using your Marcus username and password.

From **My Courses** click over to the next semester.



**My Courses**

Change Term: 2011FA (current) 2012SP (for consents)

A list of your courses for the selected term will be displayed. In the list on the right, select “View Rosters”.



**My Courses**

Change Term: 2011FA (current) 2012SP (for consents)

 **REL-180-A Church & State in Amer History**  
Rogers Miles  
2012SP

Enrolled 0/15  
Distribution Academic Credit

- View Rosters
- Manage Waitlist
- Manage Consents

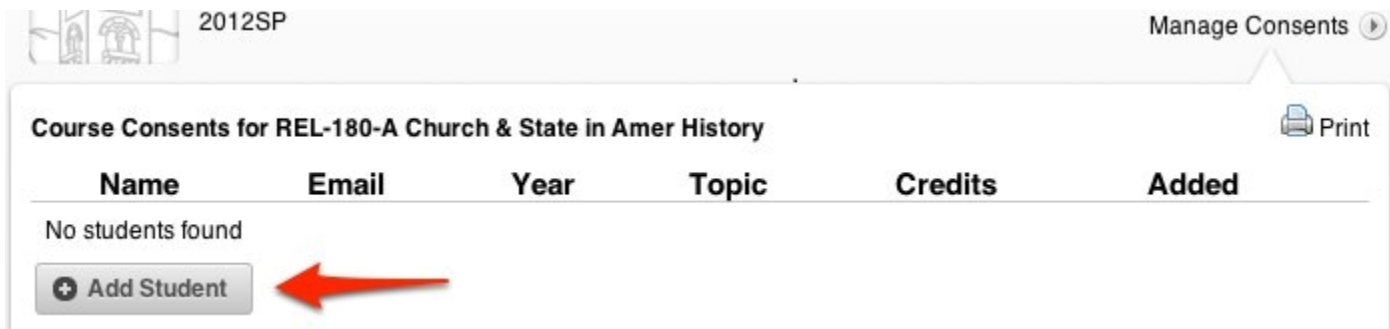
- **To grant or remove Course Consent**

Access the Portal via [my.whitman.edu](http://my.whitman.edu) using your Marcus username and password.

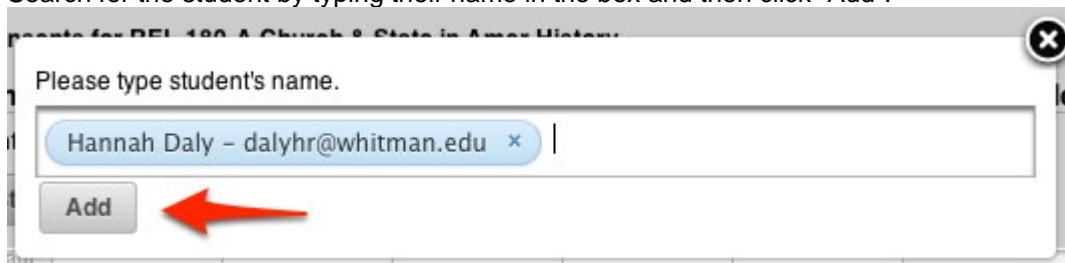
From **My Courses**, click over to the next semester.



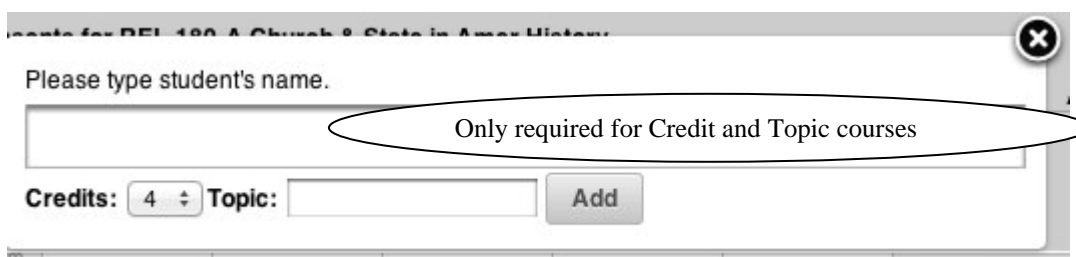
Find the appropriate course and click "Manage Consents" (notice how it changed from "View Consents" to "Manage Consents"). on the right and then click the "Add Student" button.



Search for the student by typing their name in the box and then click "Add".



If you are granting consent for a "Credit and Topic" course, independent study, directed reading, research, etc, you will need to enter the credits and a topic. If you have any questions on this portion, contact Jennifer McNeil at x5910.



If you need to **remove** consent, you can simply click the red minus button next to the student's name:



Course Consents for REL-180-A Church & State in Amer History Print

Name	Email	Year	Topic	Credits	Added
 Daly, Hannah Rose	dalyhr@whitman.edu				

+ Add Student