

2019 Annual Fund Campaign

Payroll Deduction Tutorial

Log Into Web Advisor

The screenshot shows the MyKing's website interface. At the top, there is a navigation bar with the text "Home > MyKing's". Below this is a horizontal menu with various links: Apps, Links, ACA, Colleague Ellucian, Quarterly Taxes, Payroll, Entry Portal, TimeTrak, HR Dept, Colleague User Interf, MyKing's, Creative Benefits, Inc, and Encrypted Email Logi. The main content area features a "MYKING'S" header in a red box, followed by a list of links: King's Email, WebAdvisor, Moodle, Snowline, Help Desk, Hoonuit Skills Training, Shuttle Schedule, and Web Cams. An arrow points from the "WebAdvisor" link to a callout box that says "Please click On WebAdvisor Link." To the right of the navigation menu is an "EMERGENCY ALERTS" section with the text "King's College is operating on a normal..." and a "More" link. Below this is a social media link for Twitter (@KingsIITS). At the bottom, there are two red icons: a padlock and a truck with a cross, representing security and emergency services. Text below the padlock icon reads: "Never give out your King's passwords. Each semester the incidents of scams and phishing rise, so remember, if you receive a suspicious email (like one asking for your password or with unknown attachments), always contact". Text below the truck icon reads: "Don't miss out on any emergency information. King's College has partnered with 911 Shield to provide the latest in incident reporting and alerting. Download the free app (911Shield) from the Google Play Store or the Apple App".

Login to WebAdvisor

The screenshot shows a web browser window with the URL https://www.kings.edu/mykings/Web_Advisor. The page features a large grey header with the text "WEB ADVISOR" in white. Below the header is a breadcrumb trail: "Home > MyKing's > Web Advisor". On the left side, there is a vertical menu with a red header "MYKING'S" and several grey buttons: "King's Email", "WebAdvisor", "Moodle", "Snowline", and "Help Desk". In the center of the page, there is a blue button labeled "LOGIN TO WEBADVISOR" with a lock icon. Below this button is the text "LOGIN TROUBLE?". To the right of the login button, there is a grey box with the text "Please select 'Login To WebAdvisor'" and an arrow pointing to the login button. Below the login button, there is a paragraph: "You can always reset your WebAdvisor password by clicking through the automated process on the bottom-right labelled **I'm New to WebAdvisor.**" and another paragraph: "Don't forget, your WebAdvisor username is your email **without** @kings.edu:".

WEB ADVISOR

Home > MyKing's > Web Advisor

MYKING'S

King's Email

WebAdvisor

Moodle

Snowline

Help Desk

LOGIN TO WEBADVISOR

LOGIN TROUBLE?

You can always reset your WebAdvisor password by clicking through the automated process on the bottom-right labelled **I'm New to WebAdvisor.**

Don't forget, your WebAdvisor username is your email **without** @kings.edu:

Please select "Login To WebAdvisor"

Log In

The screenshot shows the WebAdvisor Main Menu for King's College. The browser address bar displays the URL: <https://wa02.kings.edu:8443/webadvisor/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1614150786>. The page header includes the King's College logo and navigation links: [LOG IN](#), [MAIN MENU](#), and [CONTACT Us](#). A vertical "main menu" is visible on the left side of the page. On the right side, there is a dropdown menu with the following options: [Prospective Students](#), [Students](#), [Faculty](#), and [Employees](#). At the bottom of the page, there are links for [Account Information](#), [I'm New to WebAdvisor](#), and [What's My Password?](#). The [LOG IN](#) link is highlighted in the bottom right corner. A callout box with the text "Please click on 'LOG IN'." has an arrow pointing to this link. The WebAdvisor logo, version 3.2, powered by Ellucian, is located in the bottom right corner.

Welcome Guest!

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

Select your point of entry to the right.

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

[LOG IN](#) | [MAIN MENU](#) | [CONTACT Us](#)

WebAdvisor 3.2
POWERED BY ellucian

Please click on "LOG IN".

Enter User ID & Password

The screenshot shows a web browser window displaying the King's College WebAdvisor login page. The page header includes the King's College logo and navigation links for 'Log In', 'Main Menu', and 'Contact Us'. Below the header, there is a 'Welcome Guest!' message. The main content area contains a login form with the following elements:

- A 'Log In' link.
- A reminder: "Reminder: Your WebAdvisor UserName is the portion of your King's email address without @kings.edu. EX: John Smith | WebAdvisor UserName: johnsmith | Email: johnsmith@kings.edu".
- A troubleshooting link: "If you are having trouble remembering your WebAdvisor Password, please [click here for troubleshooting steps you can take to try to resolve the issue](#)".
- Input fields for 'WebAdvisor UserName' (containing 'bethannahill') and 'Password' (masked with dots).
- A 'Hint' checkbox.
- A 'SUBMIT' button.

A callout box with a grey background and black border is positioned over the login form. It contains the text: "Please enter your User ID (first name last name with no spaces) and your password. You will then click on 'SUBMIT'". Three arrows point from the callout box to the 'Log In' link, the 'WebAdvisor UserName' field, and the 'SUBMIT' button.

At the bottom of the page, there is another navigation bar with 'Log In', 'Main Menu', and 'Contact Us' links, and the 'WebAdvisor 3.2' logo, which is powered by elluciant.

Select “Employees” tab

WebAdvisor Main Menu - Google Chrome

https://wa02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4714192173

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTral HR Dept Colleague User Interi MyKing's Creative Benefits, Inc Encrypted Email Logi

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 3.2
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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 "2019 Annual Fund Enrollment"

The screenshot shows the WebAdvisor for Employees interface. At the top, there is a navigation bar with the King's College logo and several menu items: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, and CONTACT US. Below this, a sub-header reads "EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU" and "Welcome Beth Ann Kolodgie!". A warning message states: "The following links may display confidential information." The main content area is divided into several sections, each with a title bar and a list of 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 Advice](#), [View Pay Advice \(For Administrators\)](#), [W-2 Electronic Consent](#), [W-2 \(For Administrators\)](#), [W-2 Statements](#), [Current Benefits](#), [2019 Annual Fund Campaign](#)
- 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](#)
- Budgeting**: [Budget selection](#), [Budget summary](#)
- Purchase Orders**
- Work Orders**

An arrow points from the "2019 Annual Fund Campaign" link to a callout box at the bottom of the page.

Please click on "2019 Annual Fund Enrollment".

At the bottom right of the page, there is a footer with the text "WebAdvisor 3.2 POWERED BY elluciane".

Select “Enroll or Change Benefits”

2019 Annual Fund Campaign - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=534494910&SS=1&APP=HR&CONSTITUENCY=WBEM

KING'S COLLEGE

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

EMPLOYEES Welcome Kings Employee!

2019 Annual Fund Campaign

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Dental Family	Family - \$27.86				No
Group Life Insurance	1.5 X Salary to 100,000	Fake Employee			No
Long Term Disability	80% of Base Salary				No
Retirement 5%	5.0000%				No
VALUE \$300 Deductible Custom PPO	Family - \$198.00	Fake Employee; Notreal Employee			No
Vision Family	Family - \$4.38	Fake Employee; Notreal Employee			No

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

Continue

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

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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 2019

Annual Fund Enrollment - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=534494910&SS=2&APP=HR&CONSTITUENCY=WBEM

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTrac HR Dept Colleague User Interf MyKing's Creative Benefits, Inc Encrypted Email Logi

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Kings Employee!

Annual Fund Enrollment

Select All That Apply	Benefit Selections
<input type="checkbox"/>	Annual Fund Drive 2019

Continue

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

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Please select "Annual Fund Drive 2019" and then click on "Continue".

Make an Election & Designation

Benefit Selection - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1614150786&SS=6&APP=HR&CONSTITUENCY=WBEM

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTrac HR Dept Colleague User Interf MyKing's Creative Benefits, Inc Encrypted Email Logi

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Kings Employee!

Benefit Selection

You must select one benefit.

Please enter the BI-WEEKLY amount you would like to contribute to the 2019 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in July 2019 through June 2020. 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 2019 Annual Fund Campaign.

Currently you have no 2019 Annual Fund Campaign contribution through payroll deduction.

Current Annual Fund Drive 2019 Benefits Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You are currently not enrolled in any benefits.				
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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 "2019 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One	Annual Fund Drive 2019 Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	2019 Annual Fund Drive		

Save information and go to the next form

Do not save changes and go to the next form

Continue

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

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Please select "2019 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

Enter Bi-weekly Payroll Deduction Amount - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1614150786&SS=7&APP=HR&CONSTITUENCY=WBEM

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTral HR Dept Colleague User Interf MyKing's Creative Benefits, Inc Encrypted Email Logi

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT Us

EMPLOYEES Welcome Kings Employee!

Enter Bi-weekly Payroll Deduction Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2019 Annual Fund Drive	\$999,999.99	10.00

Save information and go to the next form

Do not save changes and go to the next form

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT Us

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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 2019.

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 - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1614150786&SS=88&APP=HR&CONSTITUENCY=WBEM

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTrac HR Dept Colleague User Interf MyKing's Creative Benefits, Inc Encrypted Email Logi

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT Us

EMPLOYEES Welcome Kings Employee!

Designate your Gift in Provider Name or list Unrestricted

[Annual Fund Contributions](#)

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."

Benefit
2019 Annual Fund Drive

Provider Information Needed for	Provider Name	Provider ID
Mr. Kings Employee	Greatest Need	

Save information and go to the next form
 Do not save changes and go to the next form

Continue

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT Us

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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

Enrollment Confirmation - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1614150786&SS=9&APP=HR&CONSTITUENCY=WBEM

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTrac HR Dept Colleague User Interf MyKing's Creative Benefits, Inc Encrypted Email Logi

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Kings Employee!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2019 Annual Fund Drive	Enroll	\$10.00		Self - Greatest Need	

- 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 2019 Annual Fund Campaign contribution through payroll deduction.

Electronic Signature for Final Enrollment

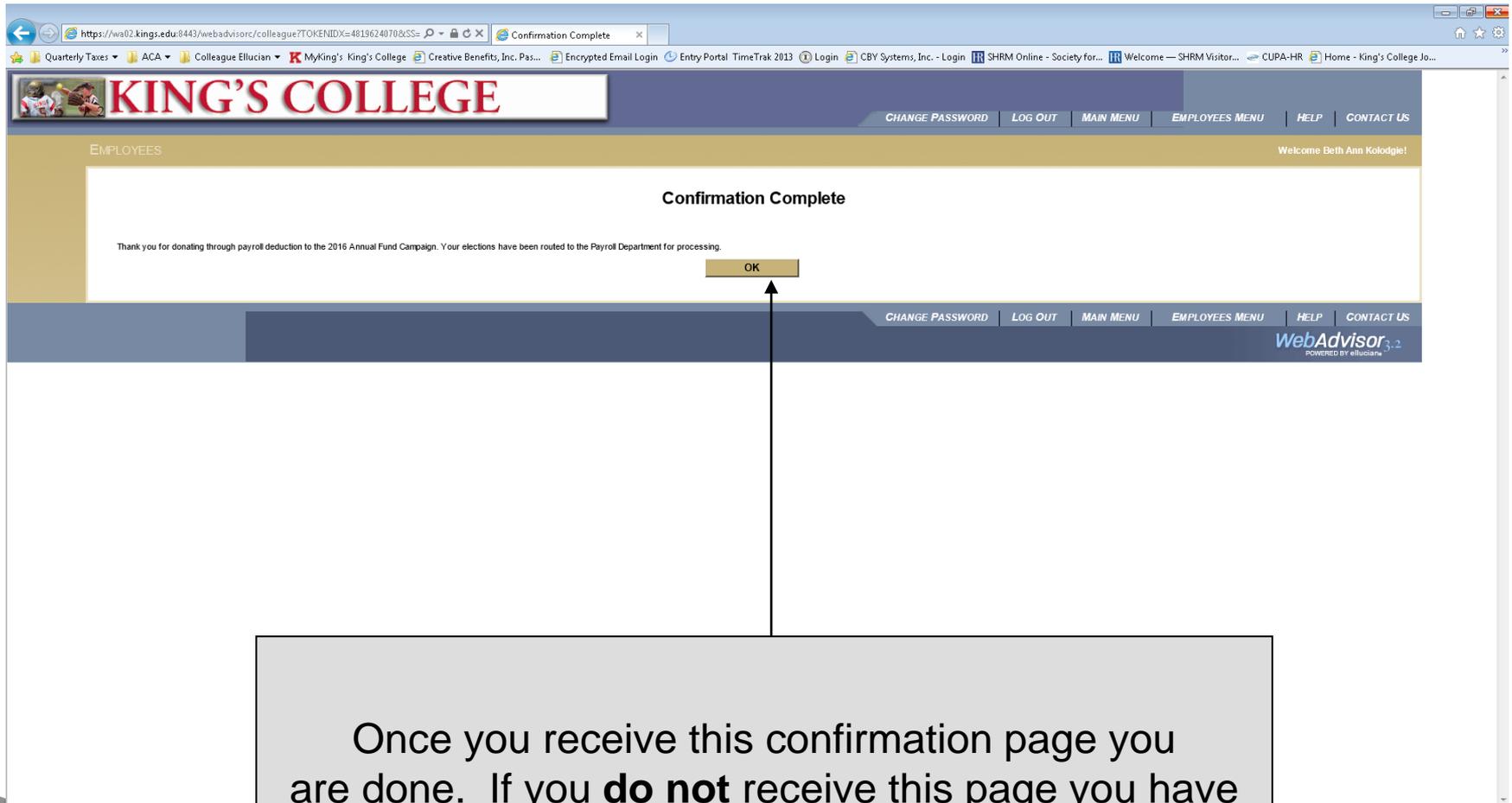
SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

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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

Thank you for donating through payroll deduction to the 2016 Annual Fund Campaign. Your elections have been routed to the Payroll Department for processing.

OK

WebAdvisor^{3.2}
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Once you receive this confirmation page you are done. If you **do not** receive this page you have NOT completed the enrollment process.