Advising Quick Start Guide Using WebNow

WebNow provides the ability to access a student’s documents very quickly from your web browser. You can search students by name or student ID.

Log into WebNow

1. Click on the ImageNow WebNow link on the Applications section of Inside Loyola or enter the following address into your web browser:
   https://imagenowprod.ad.loyola.edu/webnow/
   NOTE: Accessing WebNow from off-campus requires logging in to the Loyola VPN at https://vpn.loyola.edu/

2. When you enter your Loyola credentials and click Connect, you will be taken to the WebNow Explorer Window.

Searching for Student Documents

Within the WebNow explorer window, the left-hand side will show you the Views pane. Click on the Advisor view to expand the search options by Student ID or Student Name:

Clicking the Student ID or Student Name filter will bring up a search box to enter a specific ID or name. Once you hit the OK button, the list will be updated with the available documents. Double-click on a document to view it.
Working with Documents

Once you double-click a document, it will open in the WebNow Viewer. There are **Zoom and Rotate** buttons located on the top toolbar to assist with enhancing for optimal viewing. The **Document Navigation** toolbar at the bottom allows you to navigate between previous and next pages and documents. When you are done viewing the document, simply close the **WebNow Viewer** window. This will return you to the **WebNow Explorer** window. To search for a different student, simply hit the **Go** button on the right to be prompted for a new ID or name.

**PLEASE NOTE:** Both WebNow and the Loyola VPN require a web browser with **Java** support. Please visit java.com to ensure that you have an up-to-date version of Java installed on your computer. If you have trouble accessing either **WebNow** or **VPN**, please contact the Office of Technology Support at x5555 or ots@loyola.edu.