Budget Selection in HawkNet Web Advisor
April 2006
Notes:
Web Advisor
Budget Selection

This tutorial is focused on accessing budget information from Hawknet Web Advisor.

1. From the HCC website homepage, click HawkNet (bottom right-hand corner of webpage).

2. The HCC Hawknet resource page opens. Select HawkNet WebAdvisor.

3. Click Login.

4. The Log In page appears. Provide User ID and Password. Note: The same username and password are used to access WebAdvisor, Campus Cruiser, and the HCC wireless network.

Username: This will be a combination of your first initial and last name and perhaps a number at the end.

Password: This will be your employee ID, if you have not changed your password to a personal password.

5. Click Login.
6. To retrieve budget information click on one of the following links:

**Budget Selection** – budget account information can be entered and saved so future access will not require input of account numbers. After clicking on Submit, the budget summary will be presented.

**Budget Summary** – takes you directly to the budget information that you are linked to.

**Budget Selection** – Same as above.

7. From the HawkNet Welcome page select **Employees**.

8. Provide appropriate account numbers for **Funds, Departments, Locations**. (Note: Type in account numbers specific to your accounts).

9. Click **Submit**.

10. Account information appears.