In order to use Rider University’s on-line course-selection system, all undergraduate students (excluding most Continuing Studies and most Graduate students) on the Lawrenceville campus, and all undergraduate AND graduate students on the Princeton campus must first be “green-lighted” by their advisor. This indicates that the student has been advised and may now course select on-line.

To access the green-lighting system:

- Go to Rider University’s homepage (www.rider.edu) and choose “MyInfo/WebAdvisor” from the QuickLinks drop-down box in the upper right-hand corner of the page.
o On the MyInfo/WebAdvisor access page, click on the “MyInfo” link in the middle of the page

o On the MyInfo/WebAdvisor log-in page, click on Log In:
o The next log-in screen is shared by both faculty and students, so as a faculty member, you can disregard the Students Acknowledgement statements. Enter your User name and Easypass password in the appropriate boxes.

o At the faculty menu page, click on Schedule Approval:
On the next screen, you can choose to either green-light one individual student by entering his/her social security number or Bronc ID number. If you want to view all of your advisees, enter “all” in the text box.

The next screen that appears will list either the individual student you chose, or all of your advisees. Locate the student whom you are advising, then click on the check-box in the “Green Light the Student” column. When you have green-lighted the student(s), click on the Submit button at the bottom of the screen. You will see the message “Changes have been recorded” in red in the middle of the screen. Your name and the date and time you green-lighted the student will appear in the “Green Lighted By” column.
You can also green-light a student who is not coded as one of your advisees by entering the student’s Social Security Number or Bronc ID number in the box labeled “Advise a Single Student”. Follow the steps above, and please note that your name will appear in the “Green Lighted By” column.