

Honors Advisor Portal Training

Students are unable to view their contracts in the Honors Student Portal until their contracts have been “accepted” by the advisor.

When you look at your list of contracts in the Honors Advisor Portal, do you see some contracts that have a “status” of “Not Accepted (Active)?” See image below.

Class Standing	% Complete	Status
Senior	0%	Active
Senior	83%	Not Accepted (Active)
Sophomore	97%	Active
Senior	98%	Not Accepted (Active)
Sophomore	32%	Active

If so, you need to click into the contract and select “accepted.” See image below:

The screenshot shows the 'Contracts' tab in the Honors Advisor Portal. The navigation bar includes 'Overview', 'Contracts', 'Applications', 'Templates', 'Reports', and 'Organization'. Below the navigation bar, there are three buttons: '+ Add Requirement', 'Archive', and 'Accepted'. The 'Accepted' button is highlighted with a green circle, and a red arrow points to it. Below the buttons, there is a list of requirements with checkboxes and links:

- [Be declared a \[redacted\] major earning a Bachelor of \[redacted\] Degree.](#)
- [Complete all of the requirements for a \[redacted\] Degree.](#)
- [Earn an institutional or overall GPA of 3.5.](#)

There are many departmental contracts that are currently “Not Accepted.” Please review your contract list and verify that all have been accepted so that students have access to their contract through their Honors Student Portal.

Why is this happening?

There are two ways to create a contract in the Honors Advisor Portal:

Adding a Student

One way to create a contract is to add students directly. If you have the “*auto-accept students*” box marked then the contract will automatically be “accepted” and students will be able to view their contract on their portal instantly. However, if you do not have this box checked then you must manually accept the contract using the steps above.

Add Student(s)

Enter in the list of people that you would like to add. Use Wildcat Username, Email, or WNumber separated by commas. (e.g. jdoe,johndoe@weber.edu,W00001234,btest)

Department:
Select... ▼

Expected Completion Date
Select... ▼

Auto-accept students (contract only)

Enroll Nominate

Enrolling a Student Who Has Applied

The other way to create a contract for a student is by clicking the enroll button once he or she applies through the portal. See image below:

Expected Grad Date	Contacted?		
Spring 2026	False	Enroll	Decline
Spring 2025	False	Enroll	Decline
Summer 2025	False	Enroll	Decline
Summer 2025	False	Enroll	Decline

If you create a contract this way, the contract will NOT automatically be “accepted.” You must manually click the “accepted” button. Once you have done this, the student will now be able to view his or her contract in the portal and the contract should now look like this:

+ Add Requirement
Archive
Completed

✓	Complete a total of 10 credits of HNRS courses. View courses at weber.edu/honors/courses.	🗑	⋮
✓	[3 credits] Constellations of Identity (or) The Meaning of Life	🗑	⋮
✓	[1 credit] Text or Cultural Artifact course of your choice ■	🗑	⋮
✓	[6 credits] Any HNRS courses of your choice	🗑	⋮
✓	Complete Foundation Portfolio	🗑	⋮

You will click the “completed” button once the contract is completed and the student is ready for graduation.