

HOW TO LOG IN

First-Time Logging In

1. On the Web Advisor main page **click on Log in** icon.
2. In the **User ID Box**, type in your user name.

Your user name is the 1st 7 letters of your Last Name (use full last name if it is 7 or less characters); 1st letter of your First Name, and the Last 4 digits of your student Identification number (your student ID# is on the back of your student ID card).

Example: Mary Smith Student ID# 1234567 USER ID: smithm4567

3. In the **Password Box**, type in your birth date in mmddyy format

Example: January 7, 1965 Password: 010765

4. Click on **SUBMIT**

Log In

User ID

Password

Hint

SUBMIT

5. A message will appear telling you that your password has expired. At this point you must change your password. **Enter your new password.** You also have the option of entering a password hint to remind you of your password the next time that you log in.
6. Click on ok
7. Click on Current Student

Have Previously Logged In

If you have already logged in to Web Advisor and previously reset your password then follow Step 1 & 2 above then at Step 3 enter the password that you changed your account to during your initial log in

Click on ok

Click on Current Student

NOTE: If you cannot remember your password, then follow the instructions for Retrieving or Resetting Your Password