

WebAdvisor: Logging in the First Time

Obtaining Your User ID, Password, and Logging In

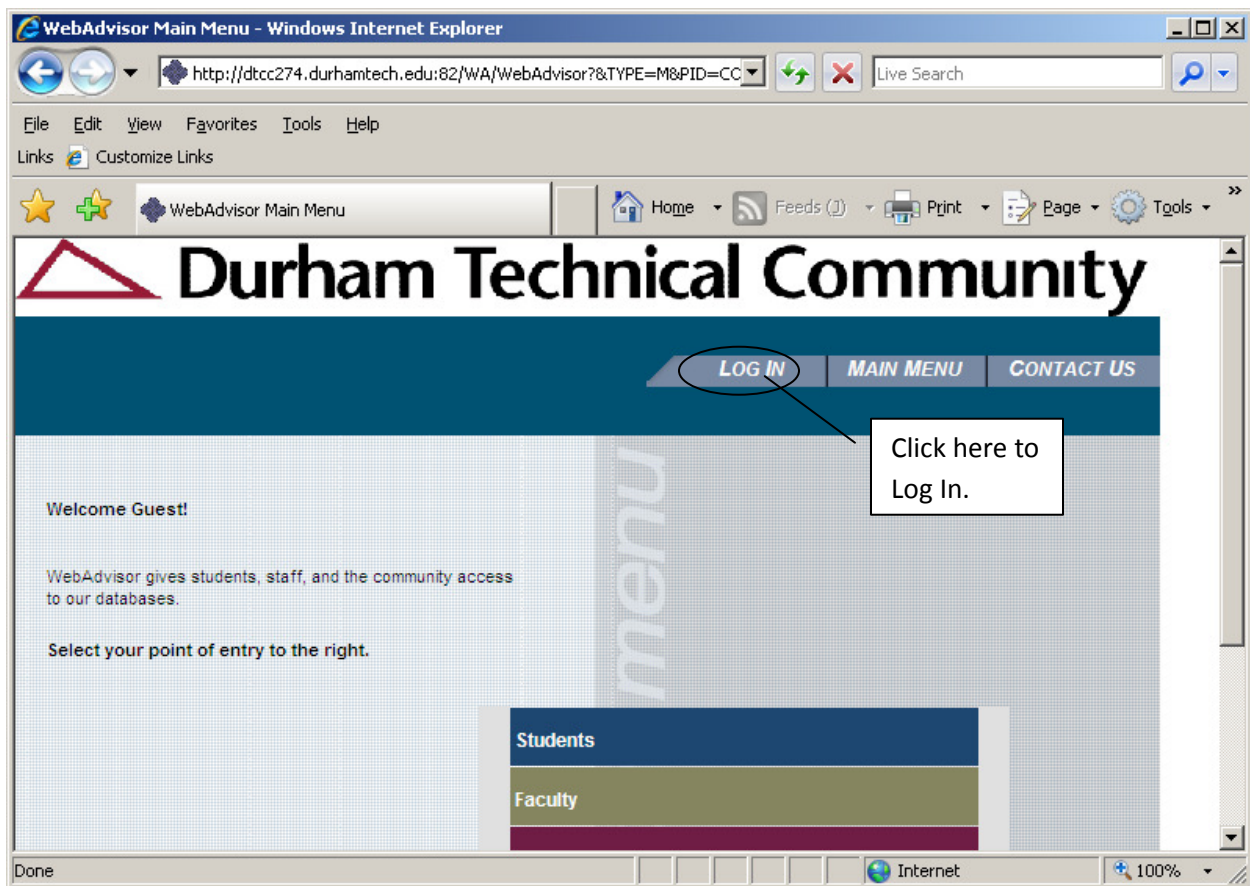
The document explains the steps to follow the first time you log in to WebAdvisor.

1. At the Durham Tech homepage www.durhamtech.edu – click on Get Connected.
2. Click the WebAdvisor link.

User ID and Password

Follow these steps to get your WebAdvisor user ID and password:

1. Click on the **Log In** button (as shown below).



2. This is the 'Log In' screen.

Enter your User ID and initial (temporary) password on this screen.

- Your User ID is the first 7 characters of your last name, followed by the first letter of your first name. (Example: jonesp)
- Your initial password is your 6-digit birth date (MMDDYY)

Click the **SUBMIT** button to continue.

Log In - Windows Internet Explorer

http://dtcc274.durhamtech.edu:82/WA/WebAdvisor?TOKENIDX=40708594898

Live Search

Log In

Durham Technical Community

LOG IN | MAIN MENU | FACULTY MENU | CONTACT US

FACULTY Welcome Guest!

Log In

Enter your last name and first initial.

User ID: jedlicak

Password: ●●●●●●

Show Hint:

Note: If you are a former student, enter your old 4 digit pin (YYYY).

SUBMIT Click here.

LOG IN | MAIN MENU | FACULTY MENU | CONTACT US

Internet 100%

3. This screen requires you to set a new password.

In the **Old Password** field, type in the temporary password you entered on the previous screen.

In the **New Password** and **Confirm Password** fields, type in a new password that conforms to these rules:

- Must be 6-9 characters
- Must include at least one number
- Cannot contain any special characters (such as ! or ? or @)

Example passwords: mypass1 or 12345a.

NOTE: Passwords are case sensitive.

Click the **SUBMIT** button to continue.

The screenshot shows a web browser window titled "Change Password - Windows Internet Explorer". The address bar shows a URL from durhamtech.edu. The page content includes a heading "Change Password" and a message: "Your password has expired. Please choose a new password. Your new password must be 6 to 9 characters in length and include both letters and numbers." Below this, there are five input fields: "User ID:*", "Old Password:*", "New Password:*", "Confirm Password:*", and "My password hint:". A "SUBMIT" button is located at the bottom of the form. Three callout boxes with arrows point to the "Old Password" field (labeled "Enter the temporary password."), the "New Password" and "Confirm Password" fields (labeled "Create your new password."), and the "SUBMIT" button (labeled "Click here.").

From this point forward, you can use the **What's My Password** link to manage your password.