

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.

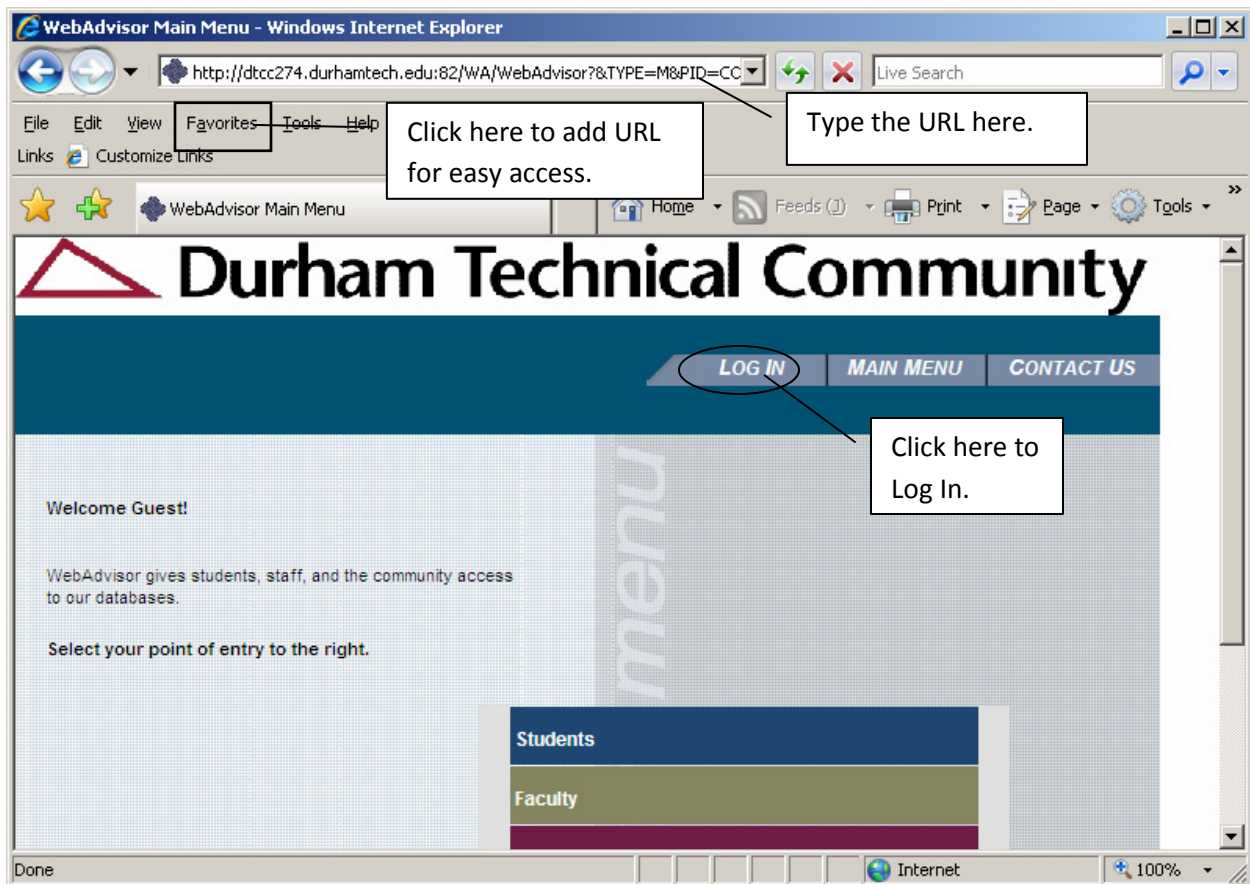
The URL for the WebAdvisor server is <https://webadvisor.durhamtech.edu/WA/WebAdvisor>

The URL above will take you to the initial WebAdvisor screen pictured below. Make sure you type the URL exactly as written above. At this time, you must use a computer on campus to access WebAdvisor.

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).

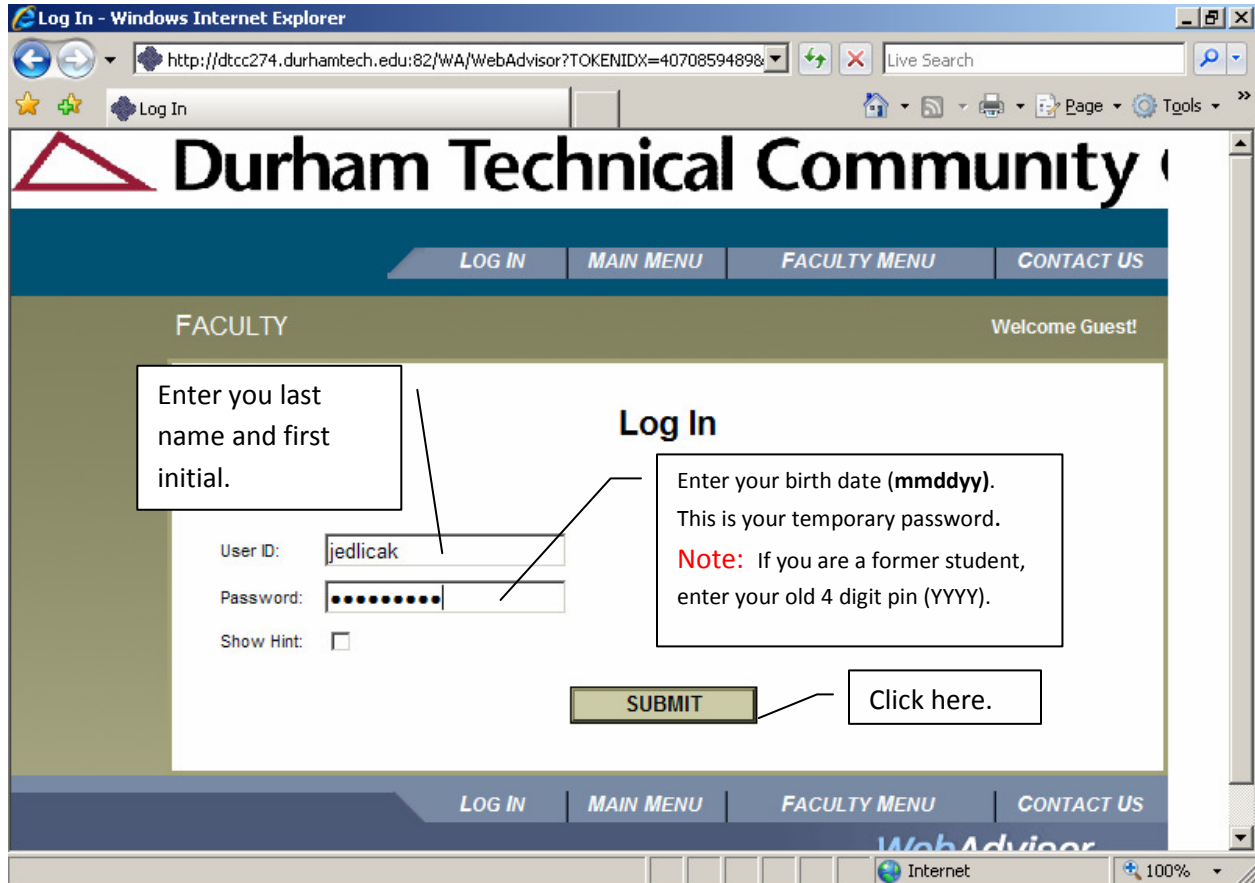


2. This is the 'Log In' screen.

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

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

Click the **SUBMIT** button to continue.



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 the URL: <http://dtcc274.durhamtech.edu:82/WA/WebAdvisor?TOKENIDX=40708594898>. The page content is titled "Change Password" and features a red message: "Your password has expired. Please choose a new password." Below this, it states: "Your new password must be 6 to 9 characters in length and include both letters and numbers." A legend indicates "* = Required". The form contains the following fields:

- User ID: * (with a blacked-out input field)
- Old Password: * (with a masked input field of 10 dots)
- New Password: * (with a masked input field of 10 dots)
- Confirm Password: * (with a masked input field of 10 dots)
- My password hint: (with a blacked-out input field)

A "SUBMIT" button is located at the bottom of the form. Three callout boxes with arrows point to specific elements:

- "Enter the temporary password." points to the Old Password field.
- "Create your new password." points to the New Password and Confirm Password fields.
- "Click here." points to the SUBMIT button.

At the bottom of the browser window, there are navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US". The status bar shows "Internet" and "100%" zoom level.

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