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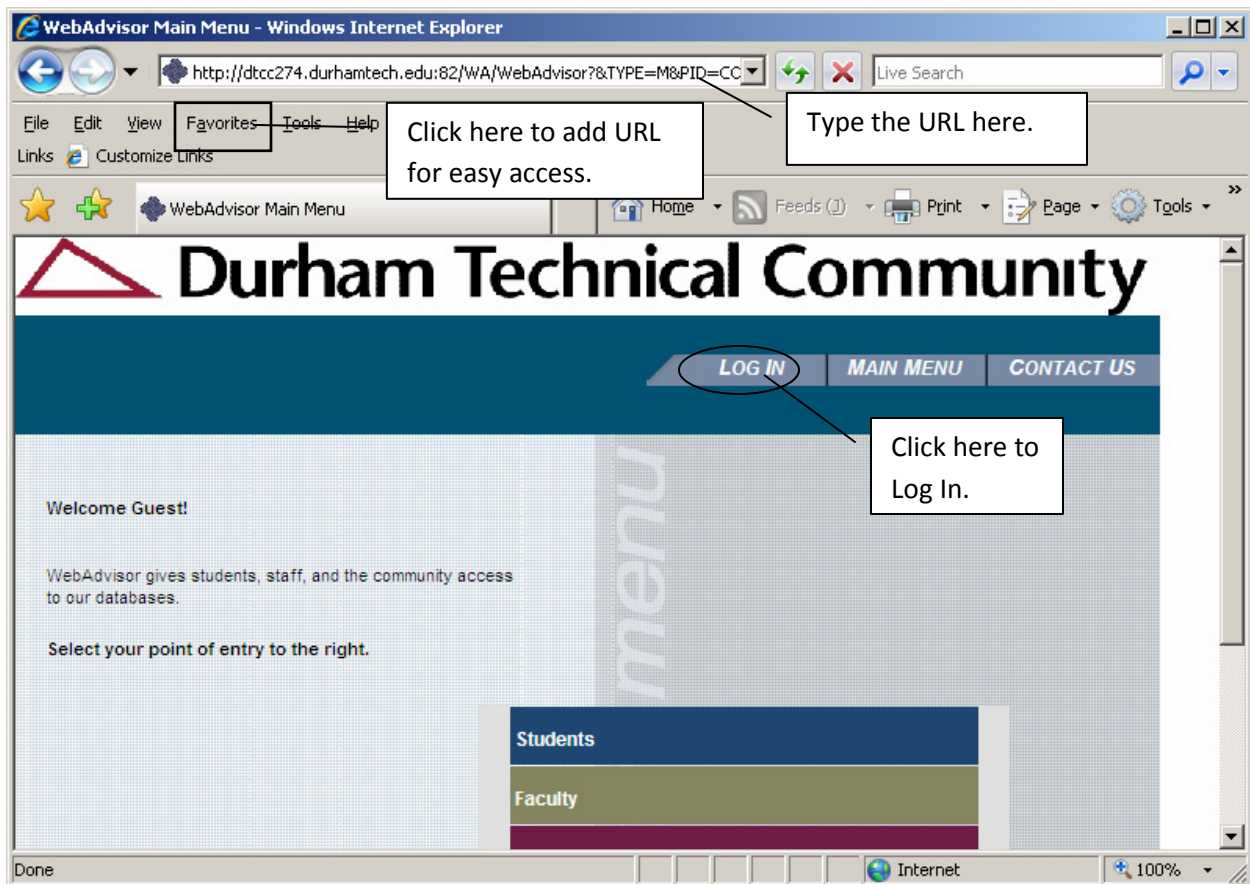
The URL for the WebAdvisor server is https://webadvisor.durhamtech.edu/WA/WebAdvisor

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:

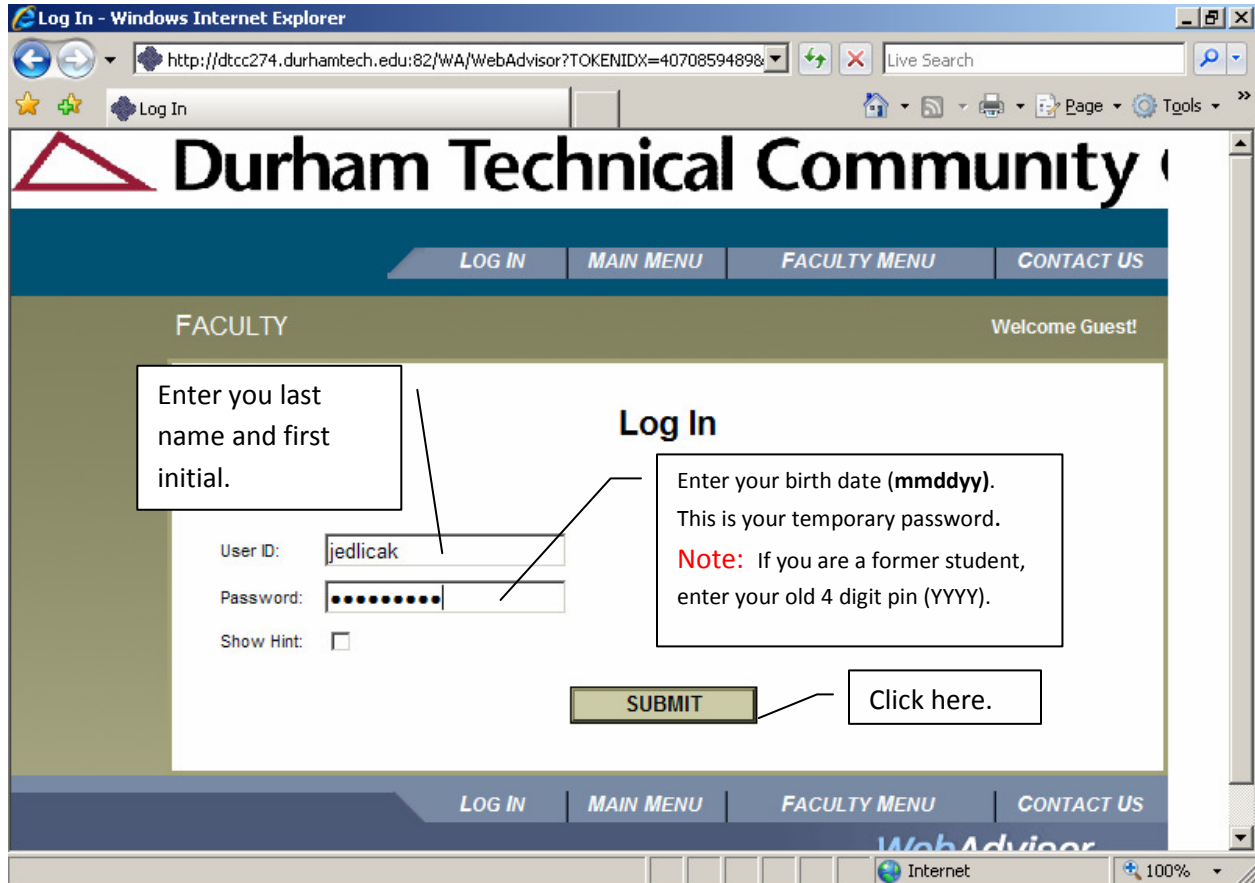1. Click on the **Log In** button (as shown below).

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.

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