WebAdvisor : Set-up

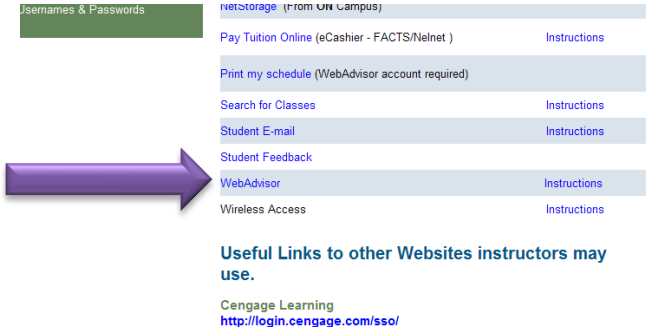
What is WebAdvisor?

WebAdvisor is a Web interface that IVCC uses so that you can access your academic information. With WebAdvisor you can: register for classes, print class schedules, update/verify your personal information, search for classes, drop/withdraw classes, view grades, or request transcripts.

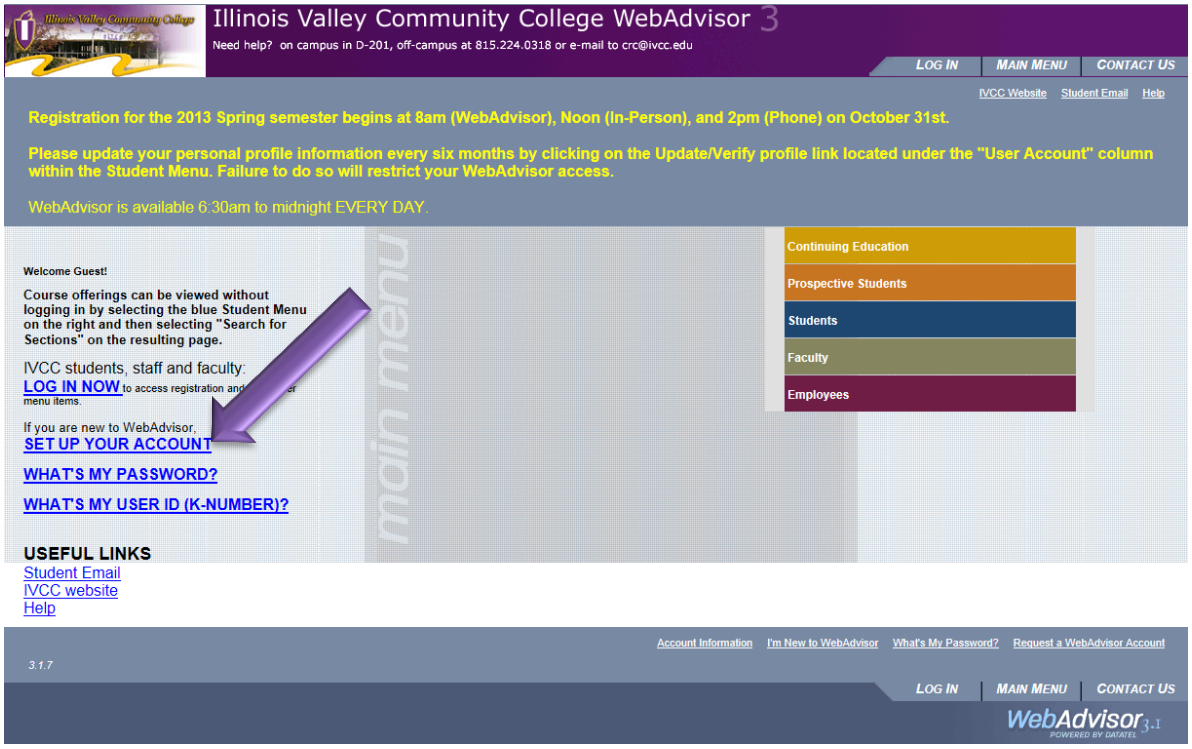
Setting Up a WebAdvisor Account

1. Go to www.ivcc.edu. Follow the MyIVCC link in the upper right hand corner.

2. Scroll Down until you find the WebAdvisor link.



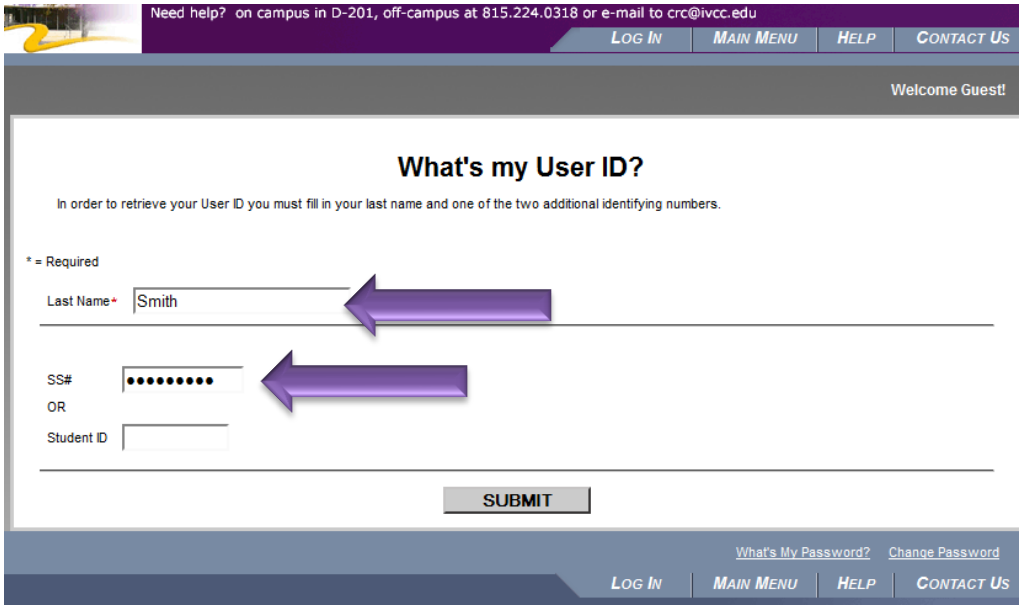
3. Click "**Set Up Your Account**" on the lower right corner of WebAdvisor's main page.



4. Click **OK** to start the setup process.
5. Enter your last name (upper or lower case doesn't matter), and either of two identifying numbers:

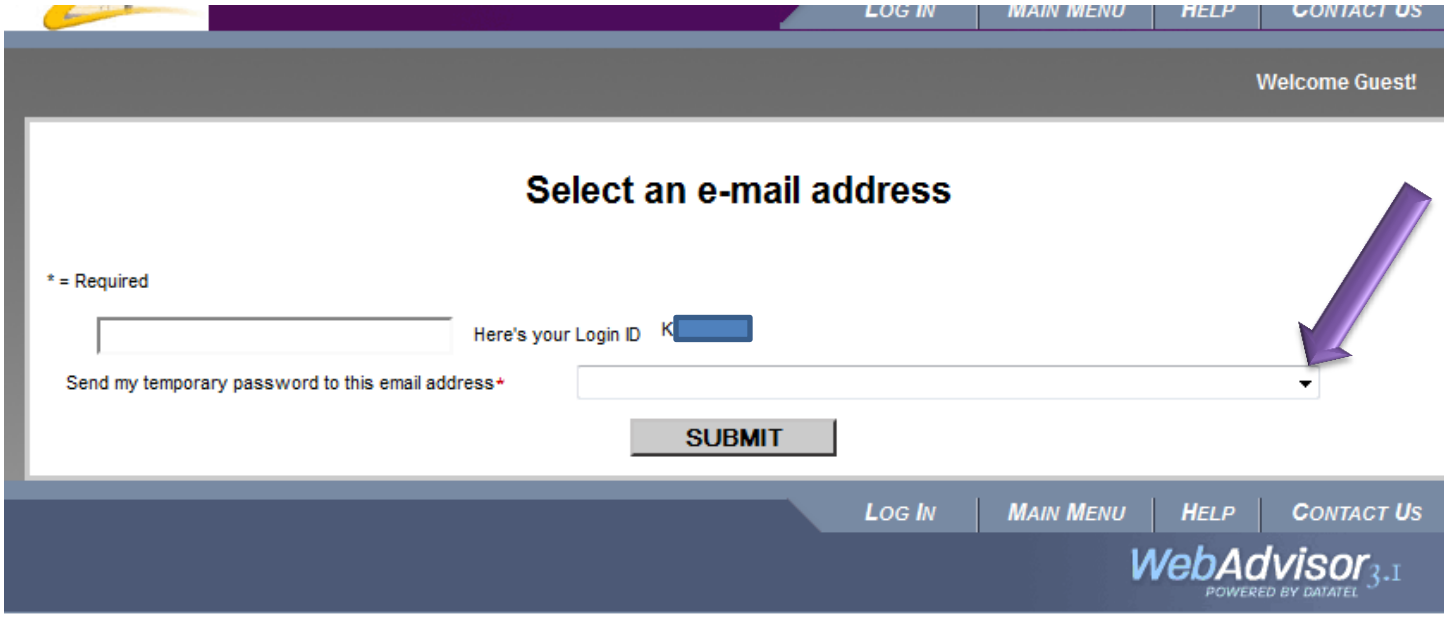
   Your social security number
   or
   Your Student ID (Found on a printed class schedule.)

   After entering your last name and one of the two identifying numbers, click **Submit**.



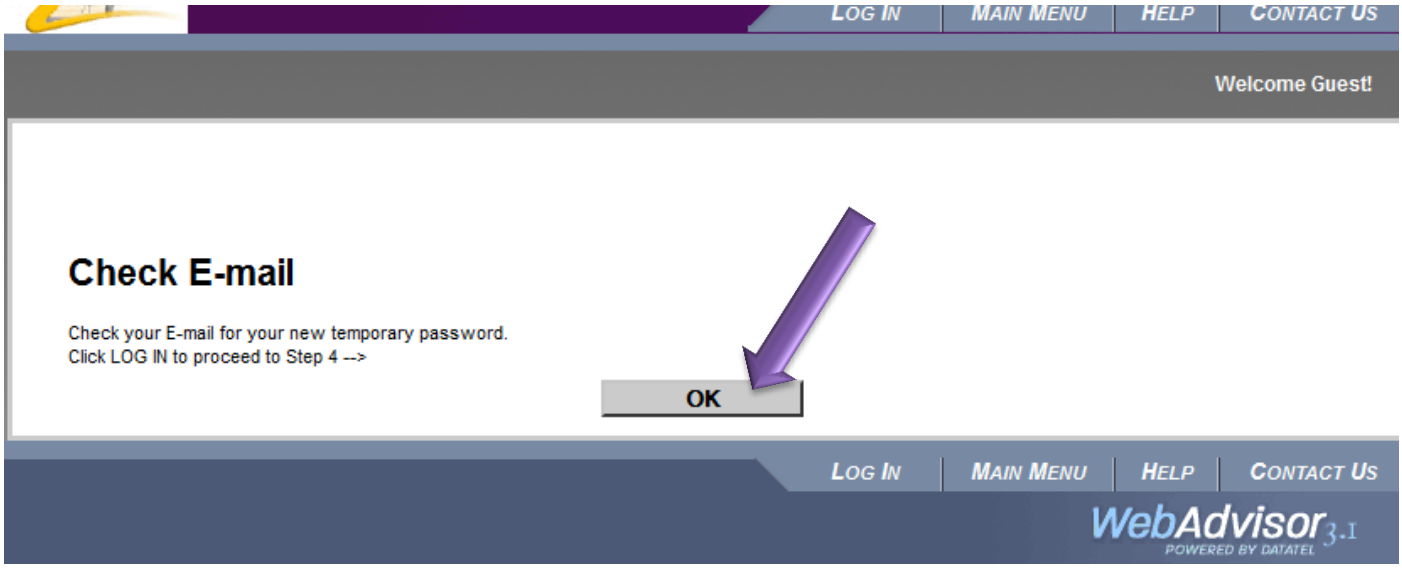
6. The next screen will display your **Login ID**. Your login ID is the first piece of information you will need to log in. The second piece is a password. To retrieve your temporary password select the e-mail address to which you want your password sent, then click **Submit.**

   a. Note: You do NOT need to fill any information in the Knumber field

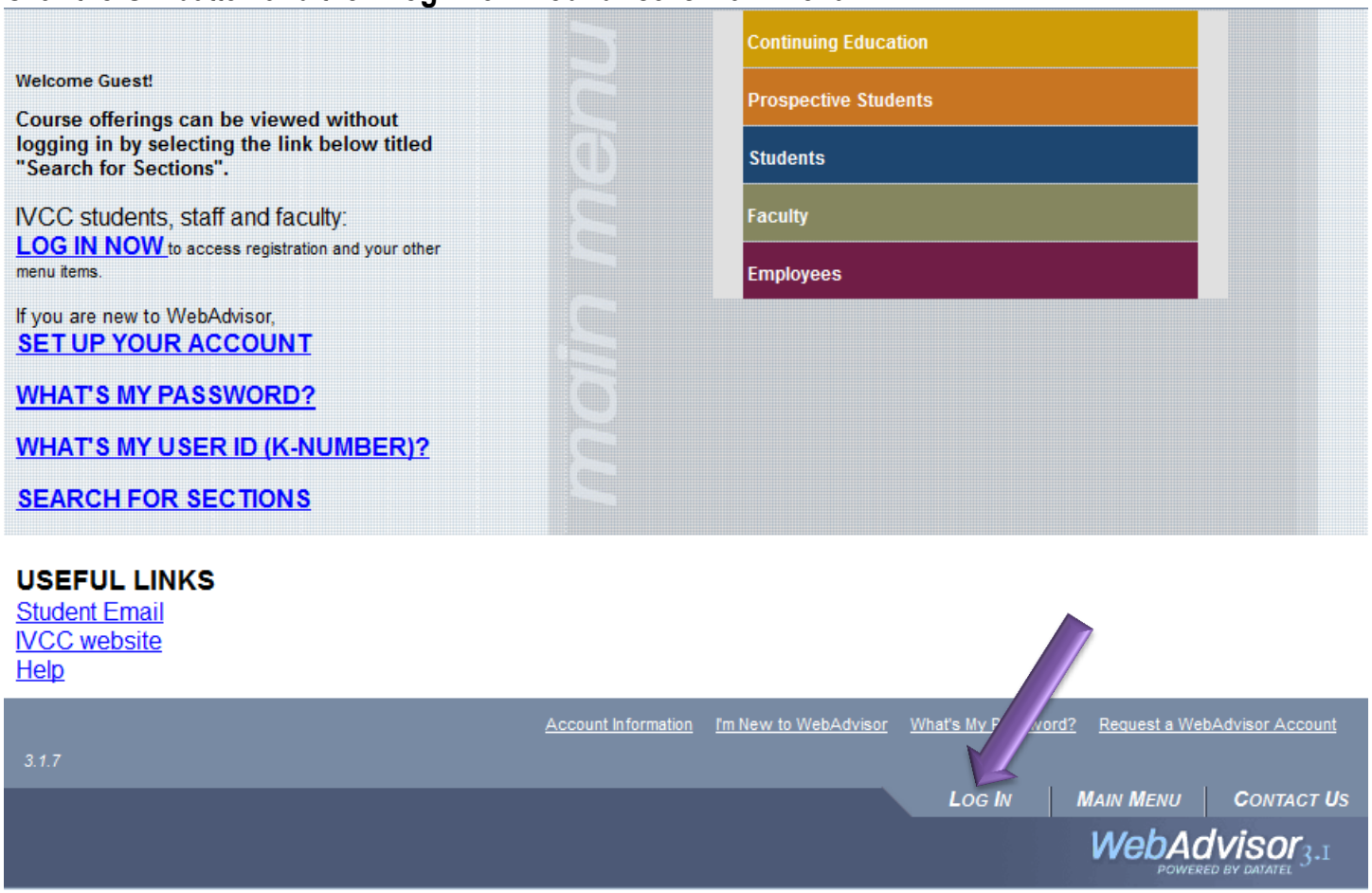


7. Check your e-mail for your Temporary Password. If your Email doesn't come you may need to check the spam folder. We highly recommend that you copy (double left click on the password, then right click copy) the temporary password from your email and paste it into the password field.

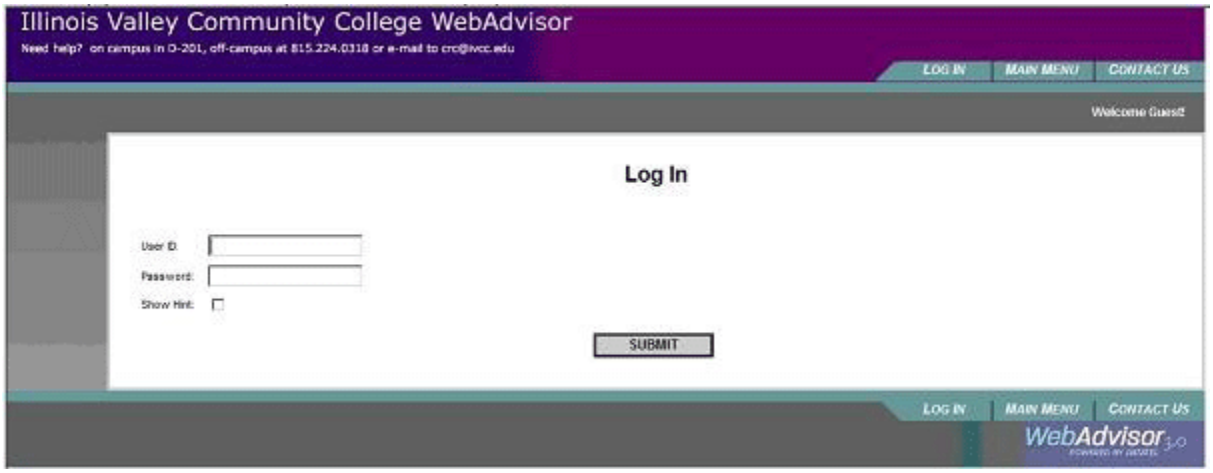
   ***If you need help retrieving your password from your student email account please visit MyIVCC Student Email for instructions.



8. Click the **OK** button and then **Log In** on WebAdvisor's Main Menu.

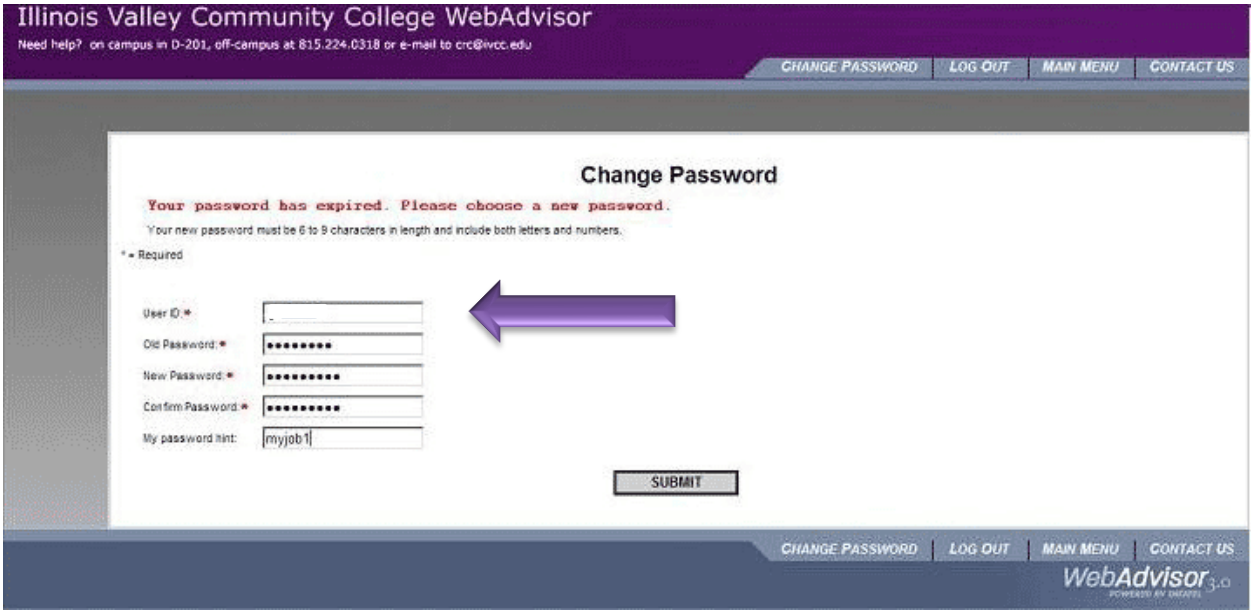


9. Enter your K-number using capital letters and paste the password that was sent to your e-mail account and click **Submit.**

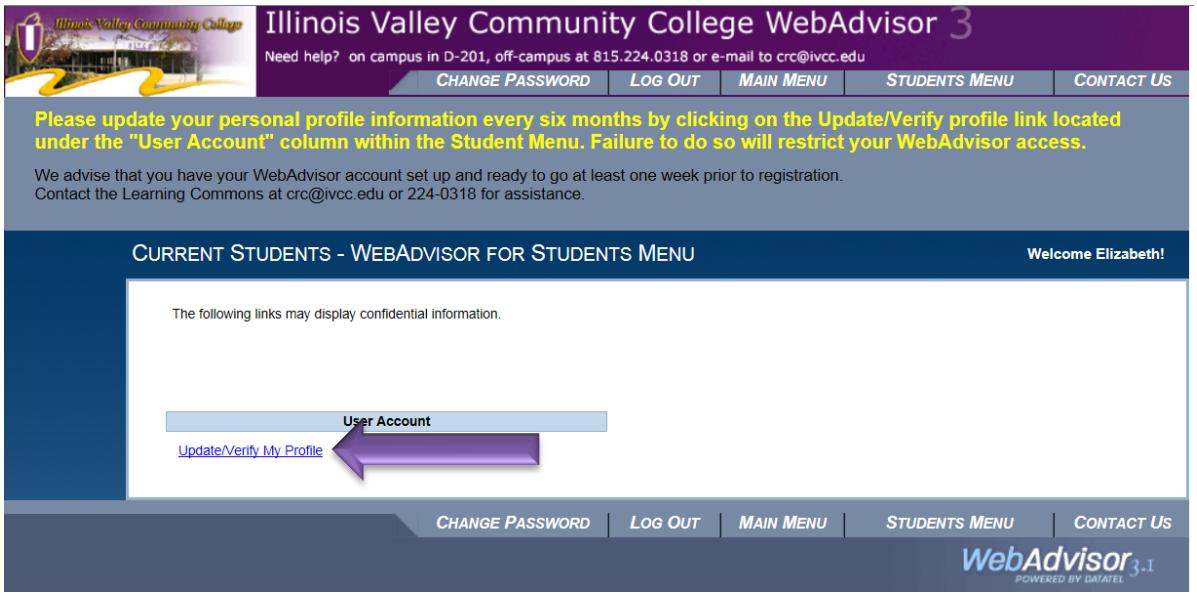


10. Enter your Login ID (which is your K-number in all capital letters), paste the Temporary Password from the email, and the New Password. Confirm your new password. Also, It is strongly recommended a password hint be entered. Click the **Submit** button.

    **Your New Password must be between 6 to 9 characters and must contain a letter and a number,



11. The college requires you to update your personal information every 6 months, failure to do so will restrict your menu options. Select the check box, and click the Submit button. You will need to LOG OUT and log back in to refresh the menu options.



NOTE: The Update/Verify My Profile process is not compatible with Safari and Google