How to Set Up your WebAdvisor Account

Through out these instructions we will use a fictitious employee with the following information:
Name: Jane Johnson    Social Security Number: 333-00-0001.

1. Go to [www.ivcc.edu/webadvisor](http://www.ivcc.edu/webadvisor) and select WebAdvisor for Faculty (even if you are staff or administration!
2. Click the Employees bar

3. Select I’m New to WebAdvisor.
4. Enter your information (SS# or Colleague ID) and last name at the first prompt.
5. You will be given a user ID. Write this down!

6. After your information is submitted, you will be asked to select an email address for your temporary password to be sent to. If your correct email does not appear, contact the Records Office to update your information.
7. You will receive a message that your password has been emailed to you. Check your email and then select OK. This takes you back to the Main Menu.

8. Click on log in using your User ID from step 5 and your password you just received in step 7.

9. You will be forced to change your password the first time. You will use the same USER ID and change your password to a **password with between 6 and 9 characters with a combination of letters and numbers**. We suggest using the password hint so you don’t have to go through this much hassle if you forget your password. Be sure to not make it easy for anyone to figure out!

10. Once you have successfully logged in, you will be able to use the log-in feature from the main menu with this new information.

The toughest part is complete!

For assistance with this process, contact 555 or CETLA