

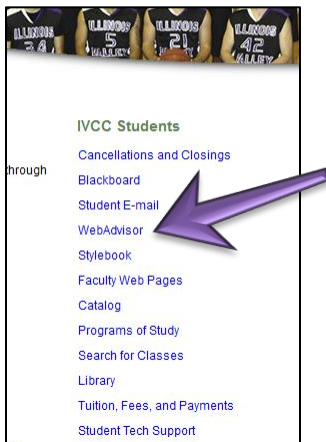
Holiday WebAdvisor Help

What is WebAdvisor?

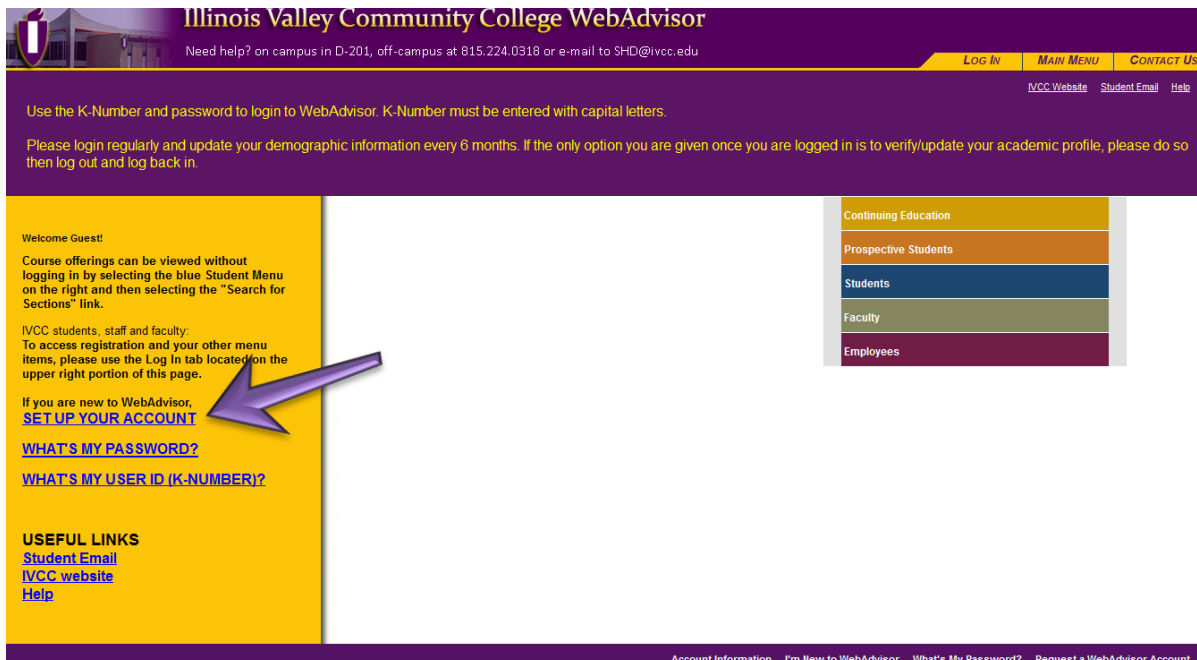
WebAdvisor is a Web interface that IVCC uses so that you can access your academic information. With WebAdvisor you can: register for classes, print class schedules, update/verify your personal information, search for classes, drop/withdraw classes, view grades, pay tuition, and request transcripts.

Setting Up your WebAdvisor Account

1. Go to **www.ivcc.edu**. In the center, under the photo, is the **IVCC Students** column, select **WebAdvisor**.



2. Select **SET UP YOUR ACCOUNT** on the left side of WebAdvisor's main page.

A screenshot of the Illinois Valley Community College WebAdvisor main page. The page has a purple header with the college name and navigation links: "Log In", "MAIN MENU", and "CONTACT Us". Below the header, there is a yellow sidebar on the left and a main content area on the right. The sidebar contains a "Welcome Guest" message, instructions for logging in, and a section titled "USEFUL LINKS" with links for "Student Email", "IVCC website", and "Help". A purple arrow points to the "SET UP YOUR ACCOUNT" link in the sidebar. The main content area has a purple background with a "Log In" button and a "Student Menu" button. A "Student Menu" dropdown is visible on the right side of the page, listing "Continuing Education", "Prospective Students", "Students", "Faculty", and "Employees".

3. Click **OK** to start the setup process.
4. Enter your last name and one of the following numbers:

Your social security number

or

Your 7-digit Student ID# (found on a class schedule, Student ID card, or billing statement.)

Click **SUBMIT**.

Illinois Valley Community College WebAdvisor

Need help? on campus in D-201, off-campus at 815.224.0318 or e-mail to SHD@ivcc.edu

LOG IN MAIN MENU HELP CONTACT US

Welcome Guest!

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SS#

OR

Student ID

SUBMIT

What's My Password? Change Password

LOG IN MAIN MENU HELP CONTACT US

5. This screen will display your Login ID/K-Number. Your K-number is the first piece of information you will need to log into WebAdvisor. The second piece of information is a temporary password. To retrieve your temporary password, select an email address to which you want your temporary password sent and make sure the email address is correctly spelled in this field. Click **SUBMIT**. Then, click **OK** on the following screen.

Illinois Valley Community College WebAdvisor

Need help? on campus in D-201, off-campus at 815.224.0318 or e-mail to SHD@ivcc.edu

LOG IN MAIN MENU HELP CONTACT US

Welcome Guest!

Select an e-mail address

* = Required

Here's your Login ID XXXXXXXXXX

Send my temporary password to this email address*

SUBMIT

LOG IN MAIN MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY ELLUCIAN

6. Check your email for your temporary password from WebAdvisor. If an email is not received, you may need to check the spam/junk folder.

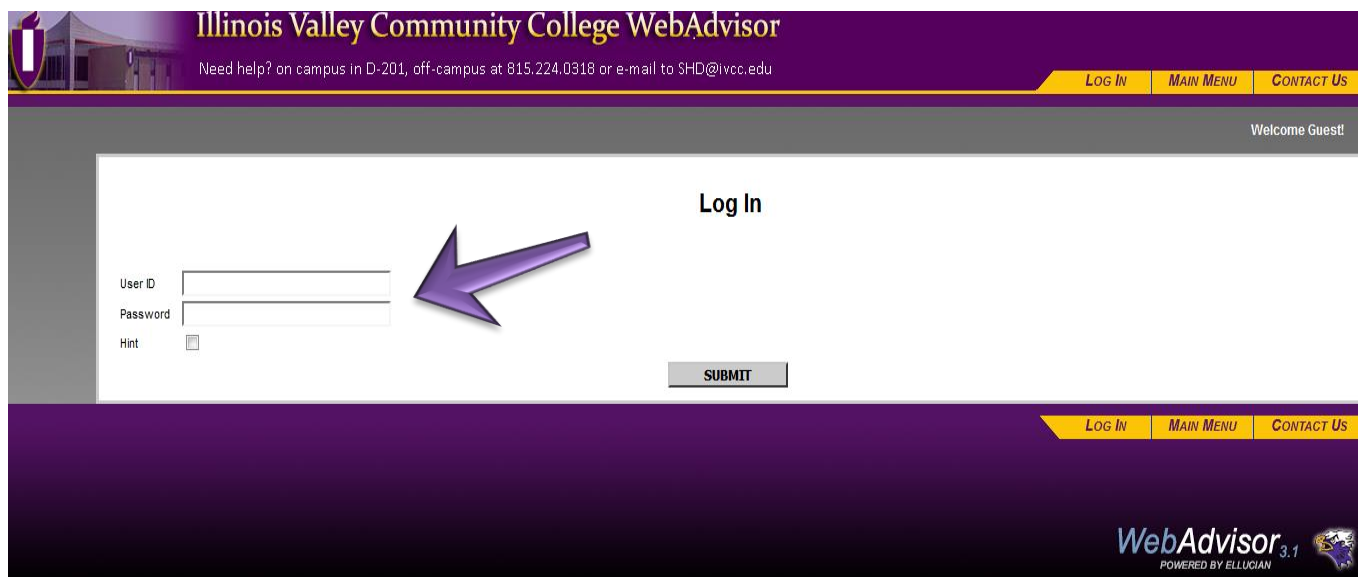
Note: We recommend that you copy (double left click on the password in the email, then right click to copy) the temporary password from your email and paste it into the password field in WebAdvisor. This will avoid any typing errors.

***If you need help retrieving your email from your IVCC student email account please visit our [Quick Start Guide for MS Office 365 IVCC Student Email](http://www.ivcc.edu/email) at <http://www.ivcc.edu/email>.

7. Select **LOG IN** on WebAdvisor's Main Menu page.



8. Enter your K-number using all capital letters for the User ID and paste the temporary password from your email account into the password field, then click **SUBMIT**. If this step is done correctly, your screen will appear like the screen in #9 below.



9. Enter your User-ID (which is your K-number, in all capital letters), paste the temporary password from the email into the Old Password field, and create a new password following the specifications on the screen. Retype your new password to confirm it. Creating a password hint is strongly recommended. Click **SUBMIT**.

****Your new password must be 6 to 9 characters in length including both letters and numbers.**

Illinois Valley Community College WebAdvisor
Need help? on campus in D-201, off-campus at 815.224.0318 or e-mail to crc@ivcc.edu

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Change Password

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.

* = Required

User ID: *

Old Password: *

New Password: *

Confirm Password: *

My password hint:

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor 3.0
POWERED BY ORACLE

Update/Verify My Profile

The college requires you to update your personal information every six months. Your failure to do so will restrict your menu options. After logging into WebAdvisor and selecting the blue **Students** menu bar, if the only option you have is **Update/Verify My Profile**, then you will need to perform this step.

1. Select **Update/Verify My Profile**. You need to update/verify your information. A few of the items to verify: address, phone numbers, personal email address, and emergency contact.
2. Click in the check box near the bottom of the screen and click **SUBMIT**.
3. You need to **LOG OUT** to refresh the menu options.
4. When you log back in and click on the blue **Students** menu bar, you will see all options.

****Disclaimer – Using WebAdvisor is not a substitute for academic advising with a counselor.**

For Further WebAdvisor Information

1. Go to www.ivcc.edu. In the center, under the photo, is the IVCC Students column, click on **Student Tech Support**.



2. This is the Student Help Desk website (www.ivcc.edu/studenthelpdesk). Find the WebAdvisor header, click on **FAQ** for further information—this includes information on how to pay your tuition, register for classes, view your 1098-T form, check your class final grade, etc.



- [WebAdvisor Login](#)
- [Usernames and Passwords](#)
- [How to Set-up Your Account \(PDF\)](#)
- [How to Register for Course\(s\) \(Video\)](#)
- [How to Print Your Class Schedule \(Video\)](#)
- [General Information](#)
- [FAQ](#)



[Request WebAdvisor Help](#)

Registration Questions:
815.224.0447

Technical Assistance: 815.224.0318

- [Blackboard Login](#)
- [Usernames and Passwords](#)
- [Common Blackboard Errors](#)
- [Browser Check](#)
- [Browser Requirements and Settings](#)
- [Blackboard Video Tutorials](#)
- [Blackboard User Guides](#)
- [My Class is Not Listed](#)
- [Blocked File Downloads](#)
- [Taking Tests Online](#)
- [FAQ Blackboard | Respondus](#)

[Request Blackboard Help](#)

Technical Assistance: 815.224.0318

Orientation Questions: 815.224.0451

Student Email



- [Student Email Login](#)
- [Usernames and Passwords](#)
- [General Information](#)
- [Quick Start Guide \(PDF\)](#)
- [Student Email on Mobile Devices](#)
- [Old Zimbra Student Email Login](#)
- [Instructions to Install MS Office 365 ProPlus 2013 or 2016 on Personal Devices \(follow Office](#)

Campus Technology



- [Campus Technology](#)
- [Student Tech Guide 2016-2017 \(PDF\)](#)
- [Printing and Scanning Options](#)
- [Print in Color and/or Wireless from Laptops or Mobile Devices | Instructions](#)
- [Wireless Access web page](#)
- [Ellucian GO app for IVCC](#)
- [Chromebook Information](#)

For further assistance, please call the Student Help Desk at 815-224-0318.