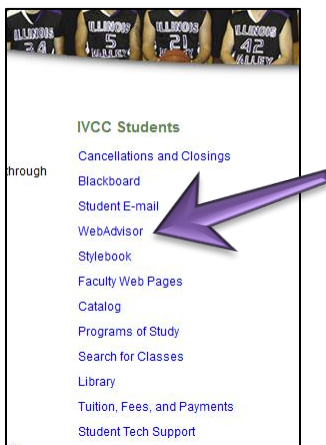# WebAdvisor

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, click on **WebAdvisor**.

2. Click **SET UP YOUR ACCOUNT** on the left side of WebAdvisor's main page.
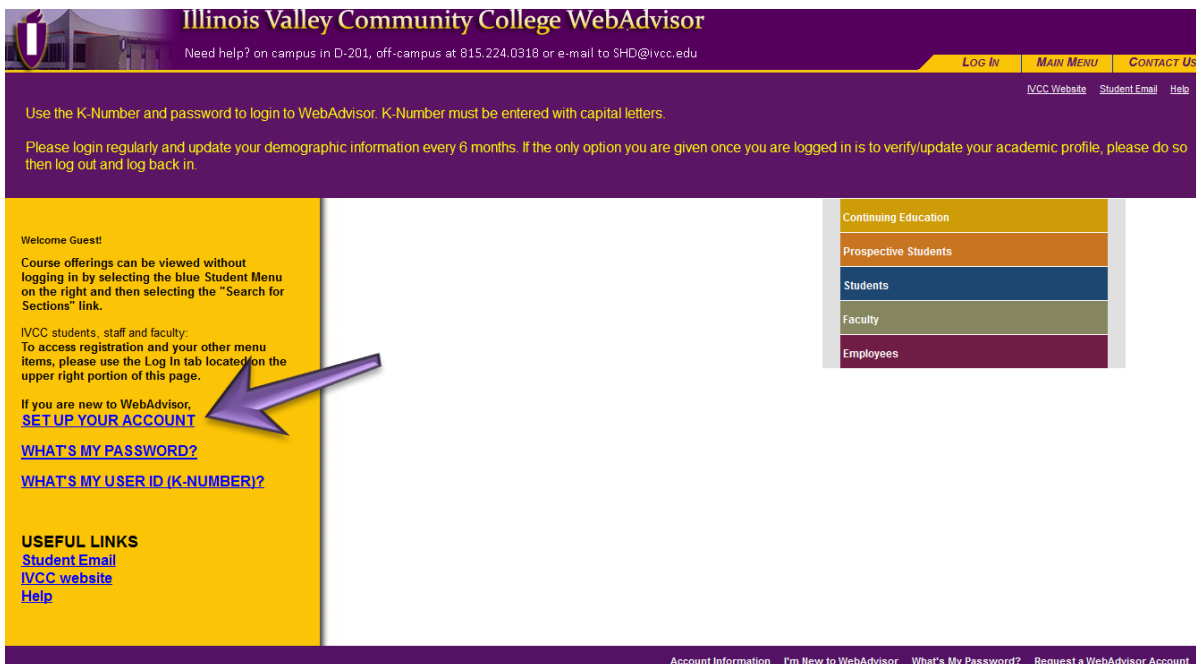
3. Click **OK** to start the setup process.

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**.

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 correct in this field. Click **SUBMIT.** Then, click **OK** on the following screen.
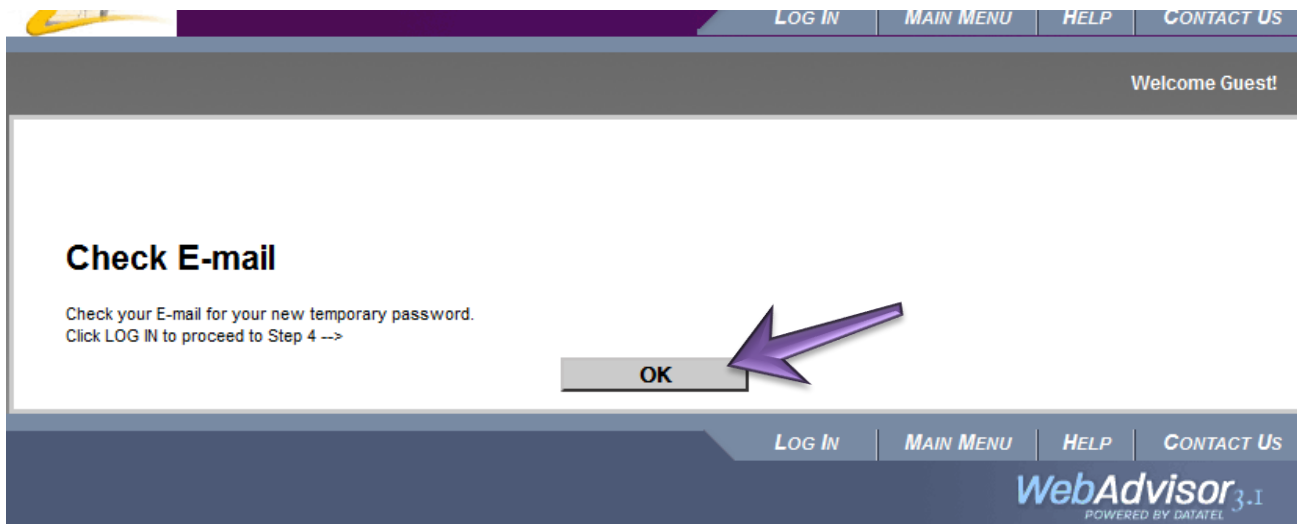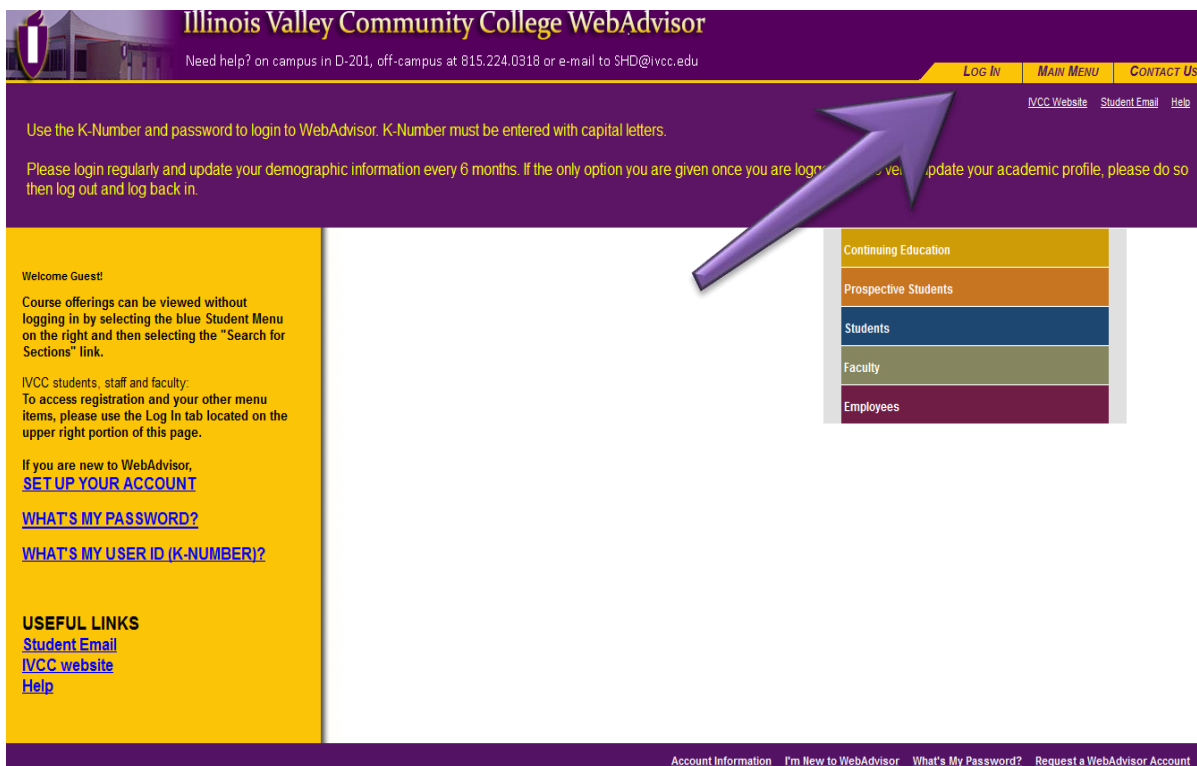
6. Check your email for your temporary password from WebAdvisor. If an email is not received, you may need to check the spam/junk folder. We highly recommend that you copy (double left click on the password in the email, then right click to copy) the temporary password from your email and paste it into the password field in WebAdvisor.

   ***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 at http://www.ivcc.edu/email.

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

8. Enter your K-number using 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.
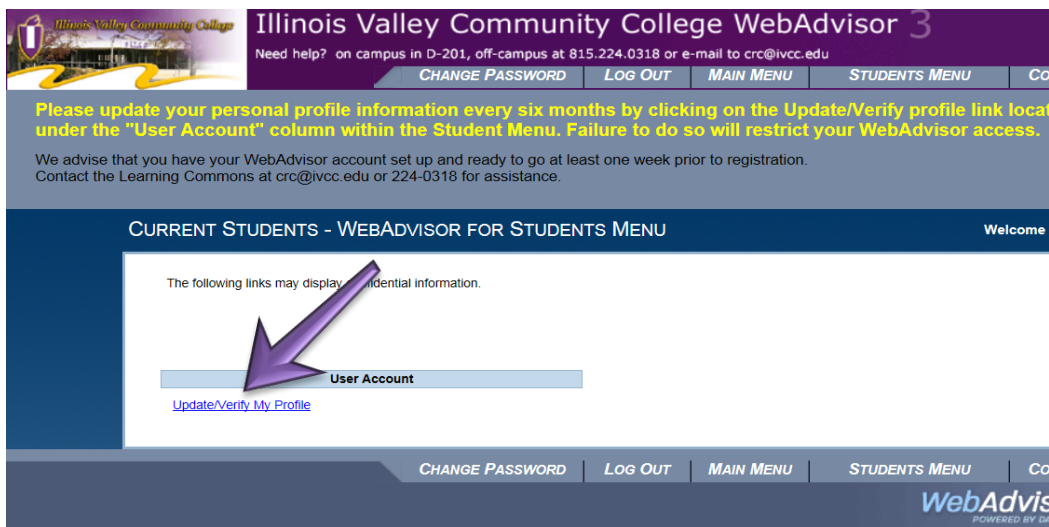
Update/Verify My Profile

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.
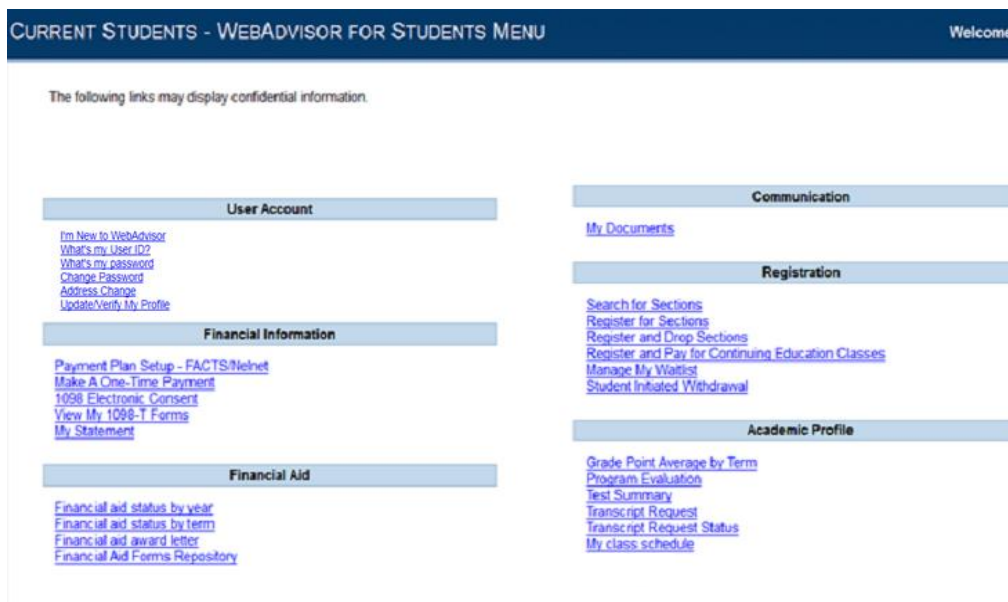
1. Select **Update/Verify My Profile**. You need to update/verify your information. A few of the items to verify: address, phone numbers, personal email address, and emergency contact.
2. Click in the check box near the bottom of the screen and click **SUBMIT**.
3. You need to **LOG OUT** to refresh the menu options.

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

4. When you log back in and click on the blue **Students** menu bar, you will see all options.

For Further WebAdvisor Information

1. Go to **www.ivcc.edu**. In the center, under the photo, is the <u>IVCC Students</u> column, click on **Student Tech Support**.
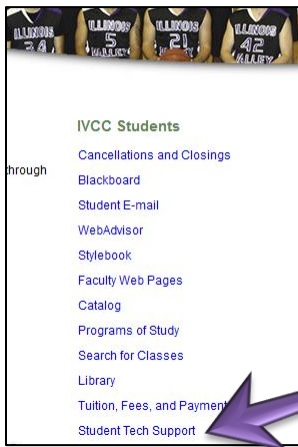
2. This is the Student Help Desk website (www.ivcc.edu/studenthelpdesk). Find the WebAdvisor header, click on **FAQ** for further information—this includes information on how to pay your tuition, register for classes, view your 1098-T form, check your class final grade, etc.

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