

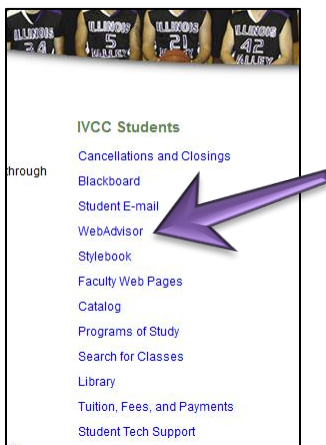
WebAdvisor

What is WebAdvisor?

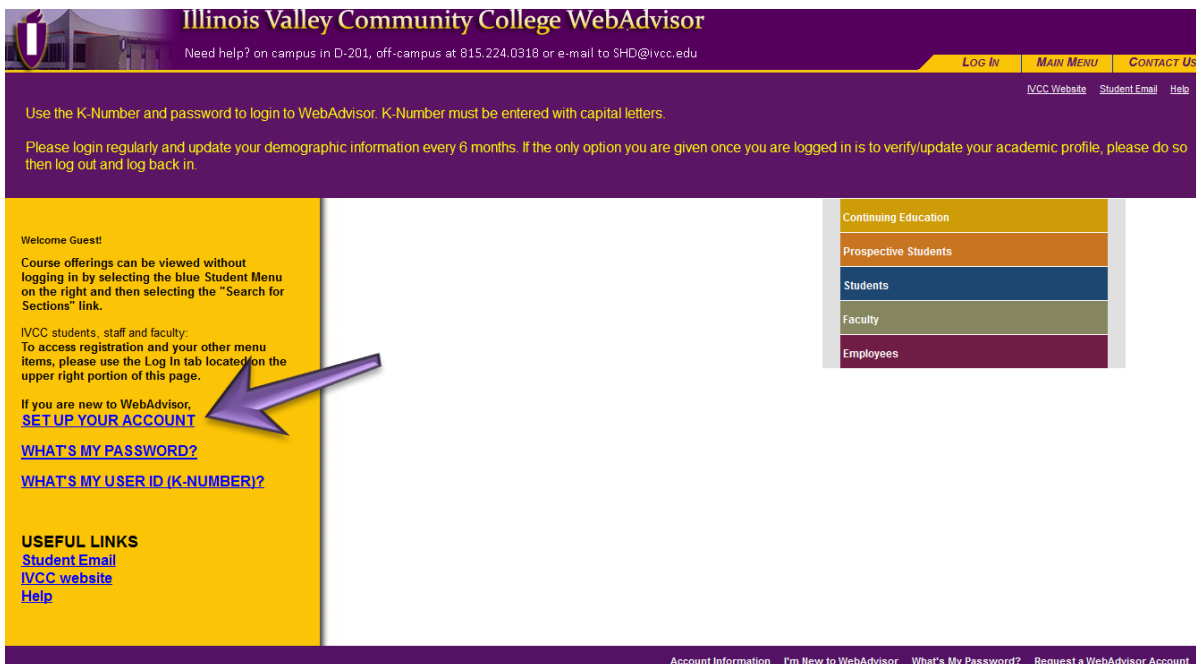
WebAdvisor is a Web interface that IVCC uses so that you can access your academic information. With WebAdvisor you can: register for classes, print class schedules, update/verify your personal information, search for classes, drop/withdraw classes, view grades, pay tuition, and request transcripts.

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**.

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 correct in this field. Click **SUBMIT**. Then, click **OK** on the following screen.

Illinois Valley Community College WebAdvisor

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LOG IN MAIN MENU HELP CONTACT US

Welcome Guest!

Select an e-mail address

* = Required

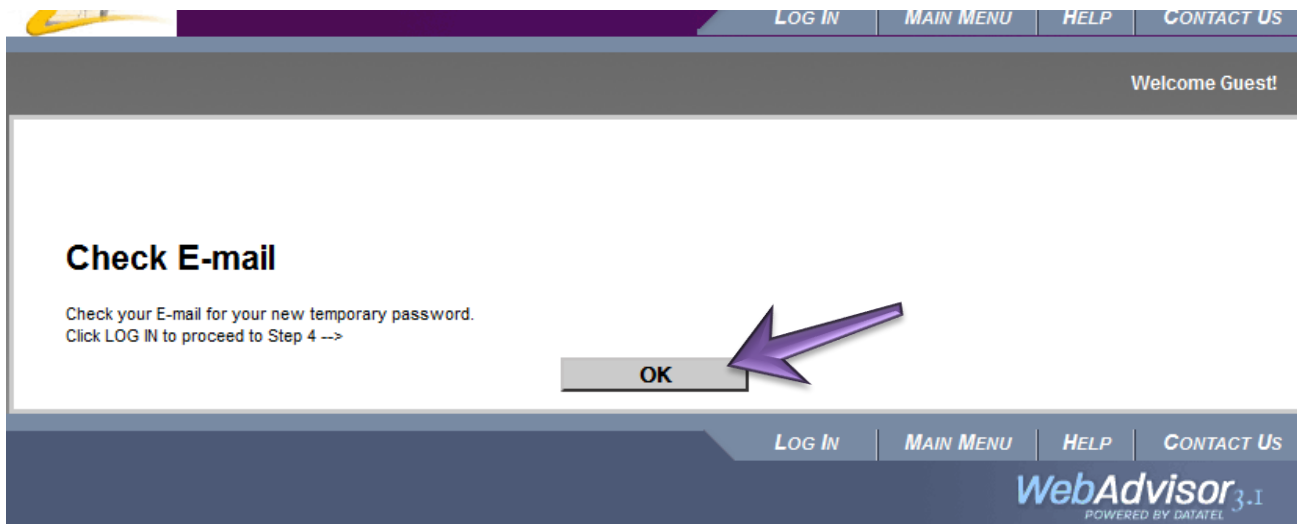
Here's your Login ID XXXXXXXXXX

Send my temporary password to this email address*

SUBMIT

LOG IN MAIN MENU HELP CONTACT US

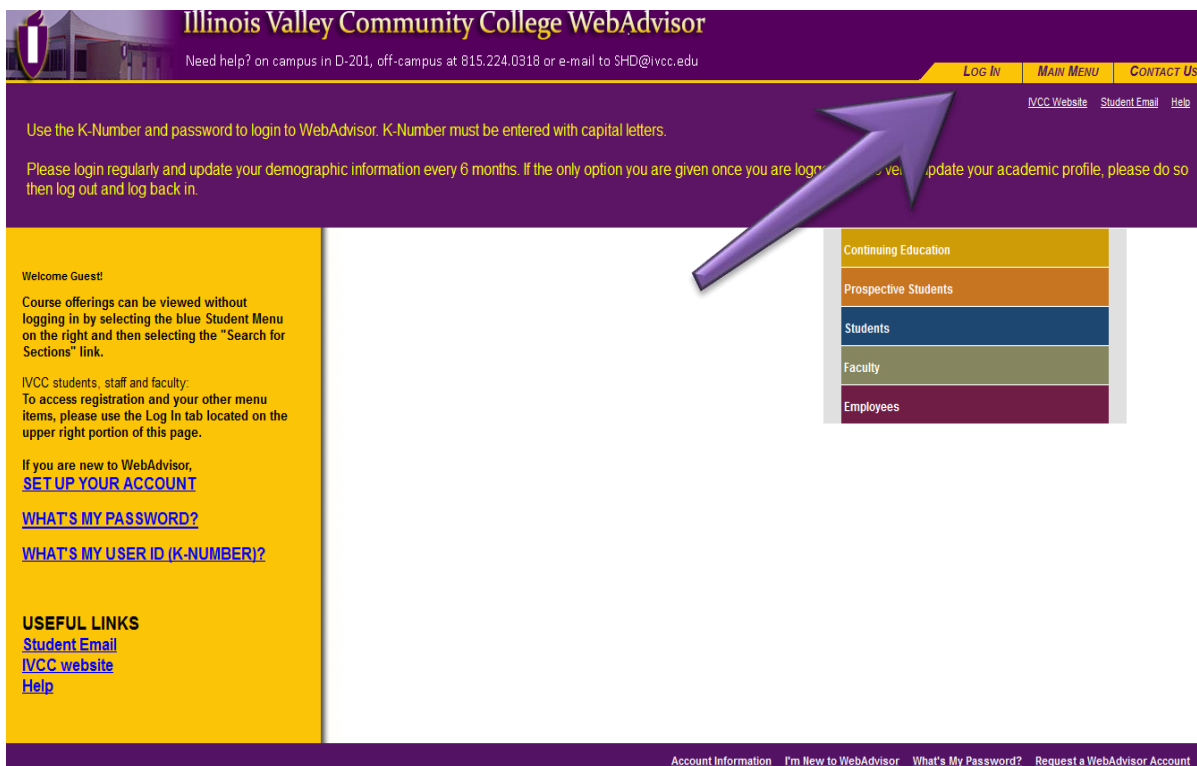
WebAdvisor 3.1
POWERED BY ELLUCIAN



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. 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](http://www.ivcc.edu/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.

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 CONTACT US

Welcome Guest!

Log In

User ID

Password

Hint

SUBMIT

LOG IN MAIN MENU CONTACT US

WebAdvisor 3.1
POWERED BY ELLUCIAN

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

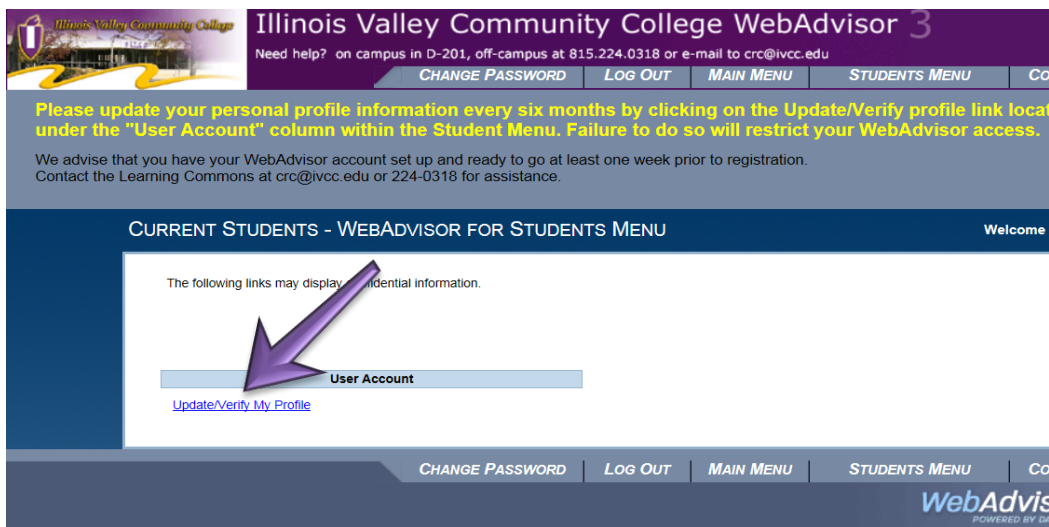
CHANGE PASSWORD LOG OUT MAIN MENU CONTACT US

WebAdvisor 3.0
POWERED BY DIGITAL

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.

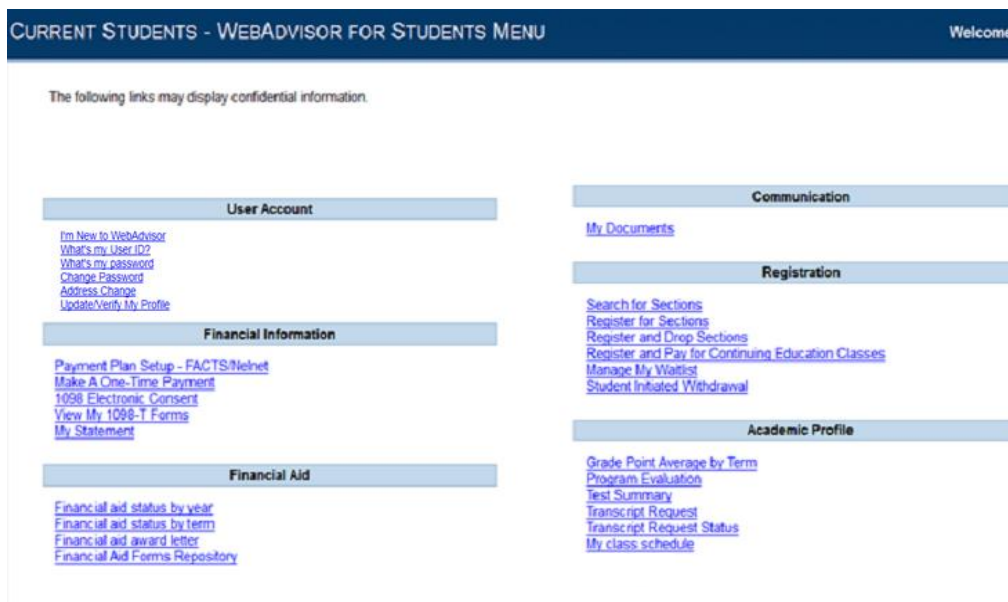
1. Select **Update/Verify My Profile**. You need to update/verify your information. A few of the items to verify: address, phone numbers, personal email address, and emergency contact.
2. Click in the check box near the bottom of the screen and click **SUBMIT**.
3. You need to **LOG OUT** to refresh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



The screenshot shows the Illinois Valley Community College WebAdvisor interface. At the top, there is a purple header with the college logo and name. Below the header, a navigation bar contains links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'CO'. A yellow banner message reads: 'Please update your personal profile information every six months by clicking on the Update/Verify profile link located under the "User Account" column within the Student Menu. Failure to do so will restrict your WebAdvisor access.' Below this, a blue bar says 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU' and 'Welcome'. The main content area displays a warning: 'The following links may display confidential information.' A purple arrow points to a blue box labeled 'User Account' which contains the link 'Update/Verify My Profile'. At the bottom, there is another navigation bar with the same links as the top, and the 'WebAdvisor' logo.

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

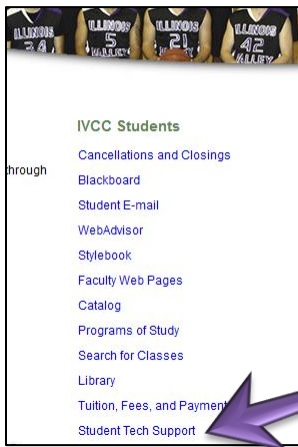
4. When you log back in and click on the blue **Students** menu bar, you will see all options.



The screenshot shows the Illinois Valley Community College WebAdvisor interface with the 'Students' menu expanded. The header and navigation bar are the same as in the previous screenshot. The main content area displays a warning: 'The following links may display confidential information.' Below this, there are several blue boxes representing different menu categories: 'User Account' (with links like 'I'm New to WebAdvisor', 'What's my User ID?', 'What's my password', 'Change Password', 'Address Change', 'Update/Verify My Profile'), 'Communication' (with link 'My Documents'), 'Registration' (with links like 'Search for Sections', 'Register for Sections', 'Register and Drop Sections', 'Register and Pay for Continuing Education Classes', 'Manage My Waitlist', 'Student Initiated Withdrawal'), 'Academic Profile' (with links like 'Grade Point Average by Term', 'Program Evaluation', 'Test Summary', 'Transcript Request', 'Transcript Request Status', 'My class schedule'), 'Financial Information' (with links like 'Payment Plan Setup - FACTS/Netnet', 'Make A One-Time Payment', '1098 Electronic Consent', 'View My 1098-T Forms', 'My Statement'), and 'Financial Aid' (with links like 'Financial aid status by year', 'Financial aid status by term', 'Financial aid award letter', 'Financial Aid Forms Repository').

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

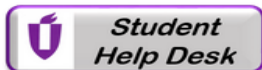
Orientation Questions: 815.224.0451

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.