

WebAdvisor:

Log In and Change Your Password

Purpose: WebAdvisor is the system you'll use to register for courses, check your grades, check your financial aid status, pay your bill, and much more. This tutorial demonstrates how to log in to WebAdvisor for the first time.

IMPORTANT: The first time you log in to WebAdvisor, your password will be your 7-digit student number, followed by a capital "A" and a lowercase "z."

Start on the WebAdvisor home page (www.indianhills.edu/webadvisor).

If you are not sure what your username and/or student number are, click "What's my User ID?"



On the "What's my User ID" page, type your last name and your social security number in the spaces provided. Then, click "SUBMIT."

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* ←

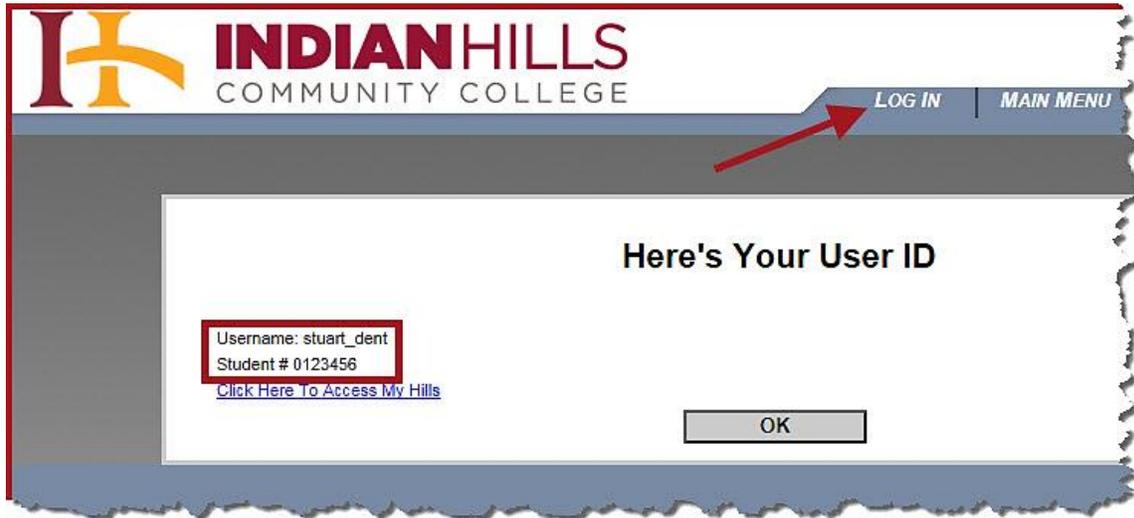
SSN ←

OR

Student No

←

Your username and student number will appear.
Click “LOG IN” to open the WebAdvisor Log In page.



Type your username in the “Username” box and type your student number, followed by a capital “A” and a lowercase “z” in the “Password” box.

Note: If your Internet browser has a password reveal option enabled, an “eye” symbol will appear while typing in the “Password” box. Click the “eye symbol,” after typing your *entire password*, if you wish to view the characters of your typed password.

Once you have entered your username and password, click “SUBMIT.”

On the next page, you’ll be prompted to change your password.

IMPORTANT: The following conditions are *required* for your new password. Your new password must be **no fewer than 6 characters in length** and **no more than 9**. It must contain **at least one capital letter, one lowercase letter, and one number**. It **cannot contain special characters**, such as ampersands or hashtags, and it **cannot be any part of your user ID**.

To change your password, type the required information in the spaces provided.

Note: Remember, your “Current Password” is your student number followed by a capital “A” and a lower-case “z.” Also, your new password must be typed in both the “New Password” box and in the “Confirm Password” box.

If you would like to add a *hint* to help you remember your password, please type it in the “Hint” box. However, do not type your actual password in the “Hint” box.

Once you’ve entered the required information, click “**SUBMIT.**”

Your password has now been changed to the password you chose.

IMPORTANT: Be sure to *remember* your **username** and your **new password**, as you will use them to log in to WebAdvisor, MyHills, Student Webmail, and Lynda.com.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk