

## Create Your WebAdvisor Account or Reset Your Password

When you create your WebAdvisor account or reset your WebAdvisor password, you should have the temporary password sent to your Student E-mail. If you haven't activated your Student E-mail, go to [axp.flcc.edu](http://axp.flcc.edu), click "Activate your student e-mail account", and follow the prompts.

- For more information on activating and using your Student E-mail account, read the Help Sheet "Email: Tips on Using Your FLCC Student E-mail account" on the Computer Help Desk web site (go to [paws.flcc.edu](http://paws.flcc.edu) and then pick "Computer Help Desk").
- You can set up your Student E-mail or your Web Advisor account online. However, if you want to use a computer in an FLCC computer lab, you will need a computer account. Accounts are set up via the Computer Help Desk in B388 or the Main Office at Geneva or Newark.

*Go to WebAdvisor to create or reset your password:*

1. From the FLCC web site at [flcc.edu](http://flcc.edu), click "CURRENT FLCC STUDENTS" on the left.
2. Click "WebAdvisor" under "COMPUTING SERVICES" towards the bottom of the screen.  
Note: A link to your Student E-mail is also here.
3. Click "Guest Access".
4. Click "What's my password".  
Note: If you don't know your User ID, you can click "What's my User ID?" first and follow the prompts. Your WebAdvisor User ID is the same as the username for your Student E-mail and student computer account. This is *usually* the first initial of your first name plus your last name. Sometimes a number is added at the end to be unique.
5. Do *one* of the following:
  - If you've forgotten your password and set up a hint, click "I might remember, show my password hint". If this doesn't help then click "I don't remember, reset my password".
  - If you're new to WebAdvisor, click "I'm new to WebAdvisor, setup my password".
6. Enter your last name and *either* your social security *or* your FLCC number and click **SUBMIT**.
7. Select your FLCC Student E-mail account from the drop-down list box and then click **SUBMIT**.  
Note: If you haven't already set up your Student E-mail account, you can do so now. Follow the instructions on this screen.
8. Click **OK** in the "Reset Password Confirmation" screen and then close WebAdvisor.

*Go to your Student E-mail and obtain your temporary password:*

1. Logon to your Student E-mail account.
2. Open the note that has been sent to you from WebAdvisor (datatel@flcc.edu) titled "Your New WebAdvisor Password".
3. Write down the temporary password in the note (or **Copy** it).

*Go back into WebAdvisor:*

1. Open [WebAdvisor](#) and click LOG IN.
2. Type in your User ID and your temporary password (or **Paste** it) then click **SUBMIT**.
3. Do the following in the "Change Password" window:
  - a. Type in your WebAdvisor User ID.
  - b. Type in your temporary password (or **Paste** it) for the "Old Password". You must enter a new password, because the temporary one expires after your first login.
  - c. Type your new password in the "New Password" text box following the rules included near the top of the screen. The new password must be 6-9 characters long. It must have at least one letter and at least one number.
  - d. Type the new password again in the "Confirm Password" text box.
  - e. Type in a password hint in the "My Password Hint" text box then click **SUBMIT**.
4. You will now be logged into your WebAdvisor account. Note that you will see "Welcome [your first name]!" in the left side of the window.
5. When you are finished, click "LOG OUT", then **OK** to close the browser window and then **Yes** if you're asked "Do you want to close this window?".