

WebAdvisor Login Experience (Legacy)

NOTE: The steps below are for the legacy login experience. As of October 18 2021, this app will use the Single-Sign On (SSO) login page.

Step 1

Open a web browser and go to www.rsccd.edu/webadvisor. Click "Log In".



<u>Step 2</u>

Under WebAdvisor Login, enter your WebAdvisor username.

Under Password, insert your password.

Click "Submit".

NOTE: Your WebAdvisor login username is typically set to your initials and 5 numbers (e.g., ab15722, js62136). Check your email to see if you have received your username.

NOTE: The default password is typically set to your Date of Birth in the following format: MmmDDYYYY (where 'Mmm' is the first 3 letters of the birth month with a capital first letter; 'DD' is the 2 digit birth day; and 'YYYY' is the 4 digit birth year).

For example: If you were born on December 25, 2000, the password would be set to Dec252000.

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	LOG IN MAIN MENU CONTACT US
	Welcome Guest!
Log In	
Is this your first time logging onto WebAdvisor?	Step 2
The default password for WebAdvisor is your date of birth in the Mmmddyyyy birthday is November 05, 2015 the default password would be Nov052015). You will be prompted to change your password after you first log on.	ft Under WebAdvisor Login, enter your WebAdvisor usernan
Need Help? What's My WebAdvisor Login or Reset My Password	Under Password , insert your password.
Please enter WebAdvisor Login and password exactly as written.	Click "Submit".
WebAdvisor Login es03174	NOTE: Your WebAdvisor login username is typically set to yo initials and 5 numbers (e.g., ab15722, is62136). Check you
Password Hint	email to see if you have received your username.
SUBMIT	NOTE: The default password is typically set to your Date o Birth in the following format: MmmDDYYYY (where 'Mmm' is
	the first 3 letters of the birth month with a capital first letter; 'D is the 2 digit birth day; and 'YYYY' is the 4 <u>digit birth year).</u>
	For example: If you were born on December 25 2000, the password would be set to Dec252000.

<u>Step 3</u>

If this is your first-time logging into WebAdvisor, or the password has been reset to the default password, follow the directions below. Otherwise, skip to Step 4.

If you are prompted to create a new password at the "Student Change Password" screen:

- 1. The "WebAdvisor Login" is your username.
- 2. The "Current Password" is the date of birth password.
 - For example, if you were born on December 25 1999, the format would be Dec251999.
- 3. The "**New Password**" and "**Confirm New Password**" need to meet the password criteria below.
- 4. Password Hint is optional.

When done, click "SUBMIT".

Password Rules:

- 1. At least 9 characters long
- 2. Must start with a letter
- 3. Can't reuse previous passwords
- 4. Can't contain more than 3 characters from your Login ID
- 5. Must contain at least three of the following four categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters: Only these are allowed (* & ^ % \$ # @ ! ?)

Additionally:

- The new password cannot contain your personal information (such as first name, last name, date of birth, etc)
- The new password cannot reuse previous password.

Step 3 (Continued)

	Change Password Main Menu Contact Us
Step 3 If this is your first-time logging into WebAdvisor, or the password has been reset to the default password, follow the directions below. Otherwise, skip to Step 4. If you are prompted to create a new password at the "Student Change Password" screen: 1. The "WebAdvisor Login" is your username. 2. The "Current Password" is the date of birth password. For example, if you were born on December 25 1999, the format would be Dec251999.	CHANGE PASSWORD Main Menu Contact Us Student Change Password Your password has expired. Please choose a new password. Note: Your temporary password is your date of birth in the Mmmddyyyy format with the first letter of the month capitalized (e.g. if your birthdy is November 15, 2015 the default password would be Nov152015). For security reasons, you are required to change your password. The new password MUST adhere to the following criteria: 1. At least nine (9) characters in length (letters, numbers, or special characters) 2. Start with a letter 3. Contain at least three of the following four categories: a. Upper case letters (A-2) b. lower case letters (B-2) c. Numbers (0-9) d. Special characters: only the following are allowed (* & ^ % \$ \$ # @ ! ?) Your password conto contain more than three (3) characters in common with the Login ID or previous two (2) passwords. An example of a strong password would be ILOv3myJObi or wAy2g0?. For all password resets, it can take up to 15 minutes to send the new data to Microsoft for Office365 access. We appreciate your
 The "New Password" and "Confirm New Password" need to meet the password criteria below. Password Hint is optional. When done, click "SUBMIT". 	patience. Students: Click here for guides and videos about same sign on, Office365, student email and OneDrive access - Required WebAdvisor Login* es03174
	Current Password* 1. At least 9 characters long New Password* 2. Must start with a letter Confirm New Password* 3. Can't reuse previous passwords Hint 5. Must contain more than 3 characters from your Login ID SUBMIT Upper case letters (A-Z) Lower case letters (a-z) Numbers (0-9) Special characters: Only these are allowed (* & ^ % \$ # @ Additionally: The new password cannot contain your personal information (as first name, last name, last name, date of birth, etc) The new password cannot reuse previous password. The new password cannot reuse previous password.

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Step 4

Once you have signed in successfully, you will be taken back to the WebAdvisor main menu.

Check to see if you can now access the "Students" section (below "Guests").

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