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](http://www.rsccd.edu/webadvisor). Click “Log In”.
Step 2

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.
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.
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)**

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 20, 1999, the format would be Dec201999.
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 contain 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 (* & $ % S # @ ! ?)

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 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").