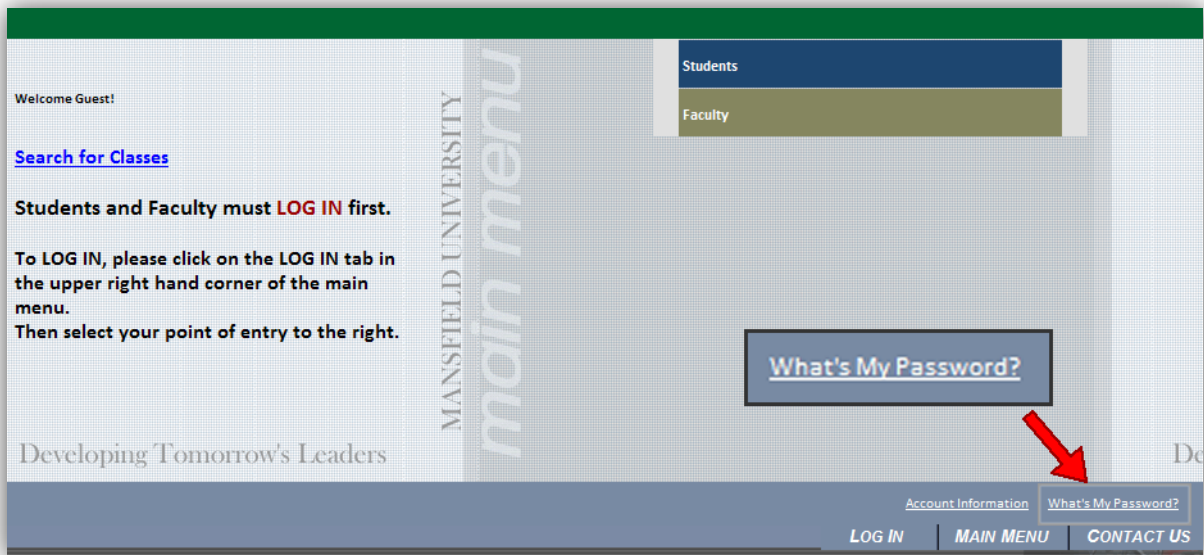


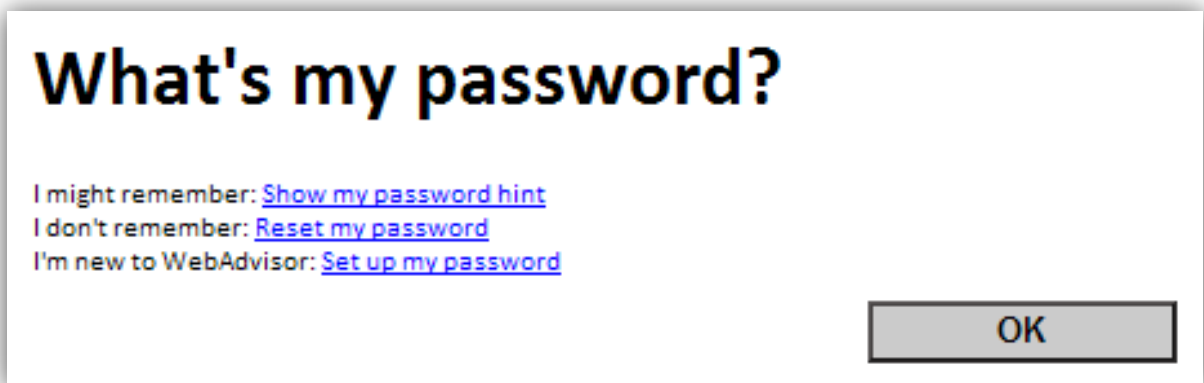
Resetting Your WebAdvisor Password

When you come to the first WebAdvisor screen, you will see in the lower right hand corner a link for **What's My Password?** Click on it.



You'll then be shown a screen asking if you would like a hint for your password or if you would like to reset it.

Click on **Reset my password**.



Next, enter your **Last Name** and either your **Social Security Number (SSN)** or your **University ID**. Click on **Submit**.

Reset my password

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

University ID

Use the drop down box to select the email address where you want your temporary password to be sent. Click on **Submit**.

Select an e-mail address

* = Required

Send my temporary password to this email address*

You will then be shown a confirmation page telling you that your temporary password has been sent. Click **OK**. Next, go to your email account and retrieve the email.

Reset Password Confirmation

Your temporary password will be sent to this e-mail address immediately: _____@mansfield.edu

OK

The email with your temporary password will have been sent from the **Campus Technologies Helpdesk** with a subject heading of **WebAdvisor response**. It will look something like the following.

Your WebAdvisor password has been reset at your request.

*

Next:

1) Return to your web browser and Log In.

This is your new TEMPORARY password: _____.

*

2) The first time you log in you must define a new password that you will use from then on.

*

If you have received this e-mail in error, please contact your system administrator immediately.

After you've retrieved your password, go back to WebAdvisor and click **Log In**.

LOG IN

Enter your **User ID** and temporary password. Click **Submit**.

Log In

User ID:

Password:

Show Hint:

SUBMIT

Since the password was only temporary, you need to change it before proceeding any further. The temporary password is now your **Old Password**. Enter your **User ID** and **Old Password** and **New Password**. If you would like a hint for your password for next time you forget, you may enter one. Click **Submit**.

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:*	<input type="text"/>
Old Password:*	<input type="text"/>
New Password:*	<input type="text"/>
Confirm Password:*	<input type="text"/>
My password hint:	<input type="text"/>

You are now logged into WebAdvisor. You should now see **Log Out** at the top instead of **Log In**.

LOG OUT