WebAdvisor: Logging in the First Time

Obtaining Your User ID, Password, and Logging In

The document explains the steps to follow the first time you log in to WebAdvisor.

1. At the Durham Tech homepage www.durhamtech.edu – click on Get Connected.
2. Click the WebAdvisor link.

User ID and Password

Follow these steps to get your WebAdvisor user ID and password:

1. Click on the Log In button (as shown below).

2. This is the ‘Log In’ screen.
Enter your User ID and initial (temporary) password on this screen.

- Your User ID is the first 7 characters of your last name, followed by the first letter of your first name. (Example: jonesp)

- Your initial password is your 6-digit birth date (MMDDYY)

Click the SUBMIT button to continue.

3. This screen requires you to set a new password.
In the **Old Password** field, type in the temporary password you entered on the previous screen.

In the **New Password** and **Confirm Password** fields, type in a new password that conforms to these rules:
- Must be 6-9 characters
- Must include at least one number
- Cannot contain any special characters (such as ! or ? or @)

Example passwords: mypass1 or 12345a.

**NOTE:** Passwords are case sensitive.

Click the **SUBMIT** button to continue.

From this point forward, you can use the **What’s My Password** link to manage your password.