ACTIVATING WEBADVISOR
STEP 1
Go to the WebAdvisor site.

Click on the corresponding link (i.e. Students, Faculty, or Employees)
STEP 2  Click on the **What's my User ID?** link

The following links may display confidential information.

<table>
<thead>
<tr>
<th>User Account</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>I'm New to WebAdvisor</td>
<td>Search for Sections</td>
</tr>
<tr>
<td>What's my User ID?</td>
<td></td>
</tr>
</tbody>
</table>

STEP 3  Enter information and click submit.

![What's my User ID?](image)

**NOTE:** For your security, your session may be timed out if no action is taken. In this case, please restart from the top instruction.
STEP 4  Take note of your **User Name**

STEP 5  Click on the **Log In** button of your browser
STEP 6 Enter your **User Name** and **Password** (from STEP 4)

**NOTE:** Your temporary **Password** will be your birthdate in the form of **mmddyy** (For example: for the birthdate of March 07, 1979 - the password will be 030779)
STEP 7  Use the same **User ID** (from STEP 4)
Type in **Old Password** (mmddyy)

**IMPORTANT:** Your New Password must be 6 to 9 characters in length and include both letters and numbers.

**NOTE:** It is highly recommended for your convenience to set a password hint
IN CASE DEFAULT
PASSWORD DOESN’T LOG
YOU IN...
Step 1: You need to retrieve your **PIN number** from the Admissions and Records Office located at the Field House (1st Flr.). You will need your PIN to access your etriton email account.

Step 2: Access the WebAdvisor; Once on the main menu, click on **Students**.

– Click on **“I’m new to WebAdvisor”**
Step 3: It will bring you to this page, read the steps and click “OK” when done.
Step 4: Enter your information and then click **SUBMIT**

Step 5: Click on your etriton email account and then click **SUBMIT**

**NOTE:** The WebAdvisor will send a temporary password to your email account.
ACCESSING YOUR ETRITON EMAIL ACCOUNT
Go to the WebAdvisor’s main menu. Click on “New Student Webmail” (found on the left)
Your user name is the prefix (all characters before the @ sign) of your e-triton email account.

Your password will be a lowercase "u", followed by your PIN number (six digit number) retrieved from the Admissions and Records Office. example: username: mhattori

password: u123456
You will receive a message from the WebAdvisor like this.

Using the temporary password, proceed in logging into WebAdvisor to reset your password.
If you have any questions or concerns regarding your WebAdvisor or e-triton account, please feel free to visit our office in the Field House.