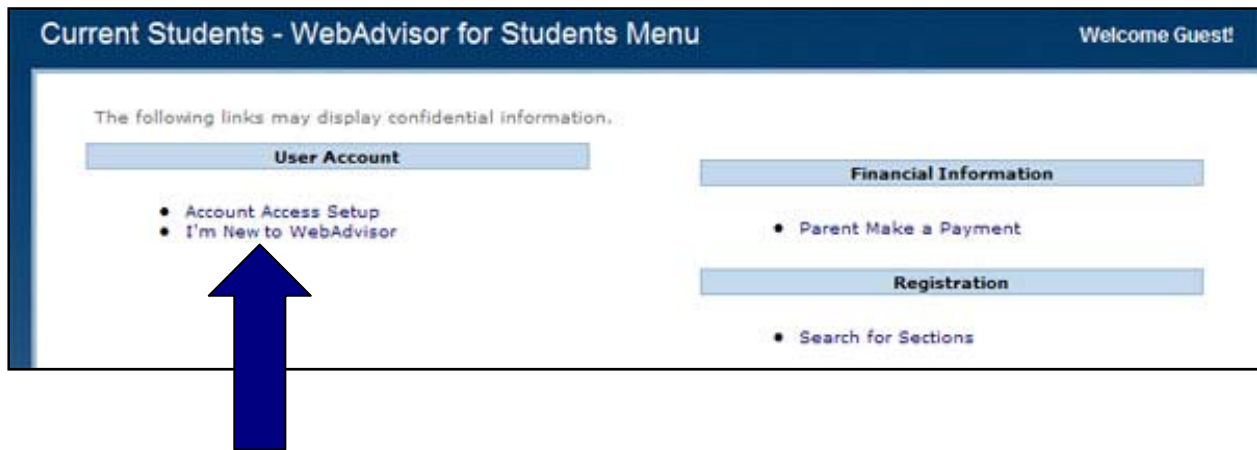


## Creating a Username and Password in WebAdvisor

If you have NOT already set up your username and password, go to [www.dbu.edu](http://www.dbu.edu) and select "Webadvisor" under the LOGIN section on the left side of the screen, then click on the link for students (as pictured above).



Instead of clicking to log in, this time click on Account Access Set-Up.

**If you have your Security Code (located on your DBU Picture ID Card), activate or reset your WebAdvisor, Email, and Blackboard Accounts by using the following instructions:**

Last Name\*

Security Code

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SSN

**OR**

DBU ID #  Ex. 0123456

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**Your DBU ID # can be found on your DBU Picture ID Card as follows:**



**SUBMIT**

1. Enter your Last Name.
2. Enter your DBU ID Security Code.
3. Enter your DBU ID #.
4. Click once on the SUBMIT button.
5. Select your Date of Birth from the dropdown list of dates.

**Identification Page One**

Since you have not input a security code, we need to identify you in another manner. You will be asked four questions on the following screens. Please answer them so that you might verify your identity. If you have your security code and have reached this screen in error, please hit the back button and try entering your security code again.

---

Date of Birth

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**SUBMIT**

6. Click once on the "Submit" button.
7. Use the dropdown arrow on the next screen to select your home address.

**Identification Page Two**

Please select the first line of your home address from the list below.

---

Home Address Line 1

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**SUBMIT**

8. Click once on the "Submit" button.
9. Use the dropdown menu to select your major.

**Identification Page Three**

Please select the current major you have declared with the Registrar's Office.

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Current Major

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**SUBMIT**

10. Click on the "Submit" button one time.
11. Use the dropdown box to enter your zip code.

**Identification Page Four**

Please select the zip code of your home address from the list below.

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Home Zip Code

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**SUBMIT**

12. Click on the "Submit" button once.
13. Confirm your ID Questions by clicking the "Submit" button.
14. Fill out the information in all fields to reset your password.
15. Enter your new password. The new password must be 6 to 9 digits in length and include at least 2 numbers (it must have both alpha and numeric characters).

16. Confirm the Access Policy by selecting the box and then clicking on the "Submit" button.


**ACAD1/Email2 Access Policy**

**By selecting the checkbox below, I, the student, understand and agree to abide by all University and Academic Computer Lab Computer Use Policies as set forth in the DBU Student Handbook and the Academic Computer Lab Student Access Policy.**

**You may view the Academic Computer Lab Student Access Policy online by clicking the "View Access Policy" button below.**

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I agree to abide by the policy  

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17. You have now set-up your password.

**ACAD1/Email2 Access Policy**

You have chosen to agree to the Student Access Policy. Your account will now be enabled.

If are are creating/enabling your account from your dorm, apartment, or a wireless connection, click [here](#) to login and register your computer on the network.

**If you do not have your Security Code, use the following instructions:**

1. Log into WebAdvisor.

2. Click on Security Code on the Student Menu.

**Current Students - WebAdvisor for Students Menu**

The following links may display confidential information.

User Account	Financial Information
<ul style="list-style-type: none"><li>Account Access Setup</li><li>I'm New to WebAdvisor</li><li><b>Security Code</b></li><li>Address Change</li></ul>	<ul style="list-style-type: none"><li>Make a Payment</li><li>Account Statement</li><li>Financial Aid Award Letter</li><li>Apartment Account Statement</li><li>Parent Make a Payment</li></ul>
Academic Profile	Registration
<ul style="list-style-type: none"><li>My Online Classes</li><li>My Student Email</li><li>My Schedule</li><li>Grades</li><li>Grade Point Average by Term</li><li>Enrollment Verification Request</li><li>Enrollment Verification Status</li><li>Student Handbook</li><li>Select Chapel Attendance Term</li><li>Academic History</li></ul>	<ul style="list-style-type: none"><li>Register/Add Classes</li><li>Search for Sections</li><li>Chapel Waiver Form</li><li>Chapel Attendance Discrepancy Form</li><li>Closed Class List</li><li>Caed Email</li><li>eMAT</li><li>Drop Classes</li></ul>

3. WebAdvisor will display your Security Code and your Student ID Number.

## Display Person Security Code

Personal Security Code

Page 1 of 1

Please do not give anyone the information presented on this screen. Doing so could jeopardize your information.

DBU ID # : [REDACTED]  
Security Code : [REDACTED]