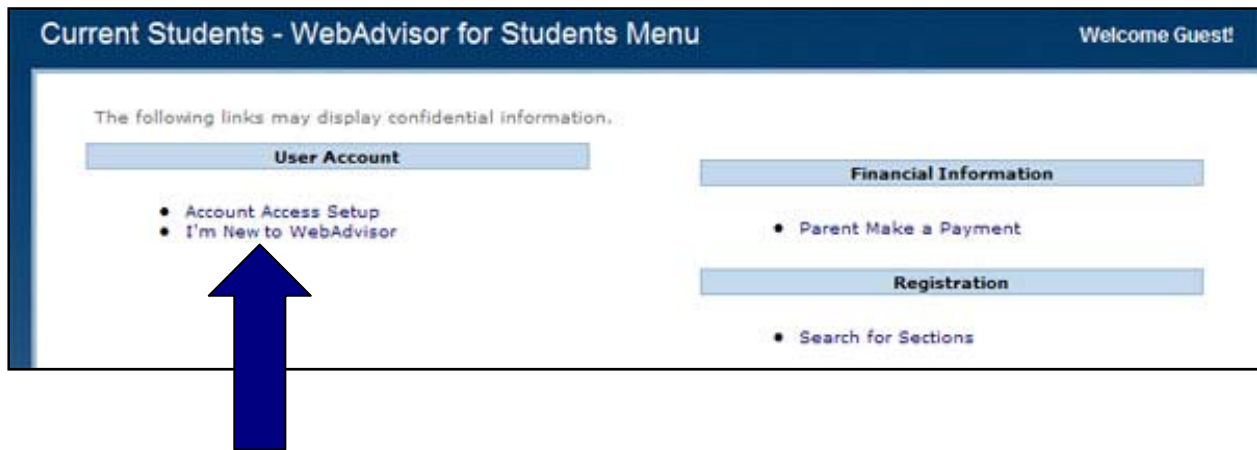## Creating a Username and Password in WebAdvisor

If you have NOT already set up your username and password, go to 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

SSN

OR

DBU ID #   Ex. 0123456

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

Student ID

Security Code

0000000   0000

DBU Student
STUDENT

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

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 [▼]

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.

Current Major [▼]

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.

Home Zip Code [▼]

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.

[View Student Policy]

I agree to abide by the policy ☐

[SUBMIT]

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.

[OK]

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.

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