

I'm New to WebAdvisor, where do I start?:

If you are new to WebAdvisor your first step is to go to <https://wa.lenoircc.edu/WA/WebAdvisor> . You should now be at the webpage below. Next, you will get your user ID and reset you password. Below you will see the link "I'm New to WebAdvisor". You will need to click on this link to start the process.

Lenoir Community College

WebAdvisor

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

main menu

- Continuing Education
- Prospective Students
- Students
- Faculty
- Employees
- Vendors
- Advancement Officers
- Alumni and Friends
- Advisors

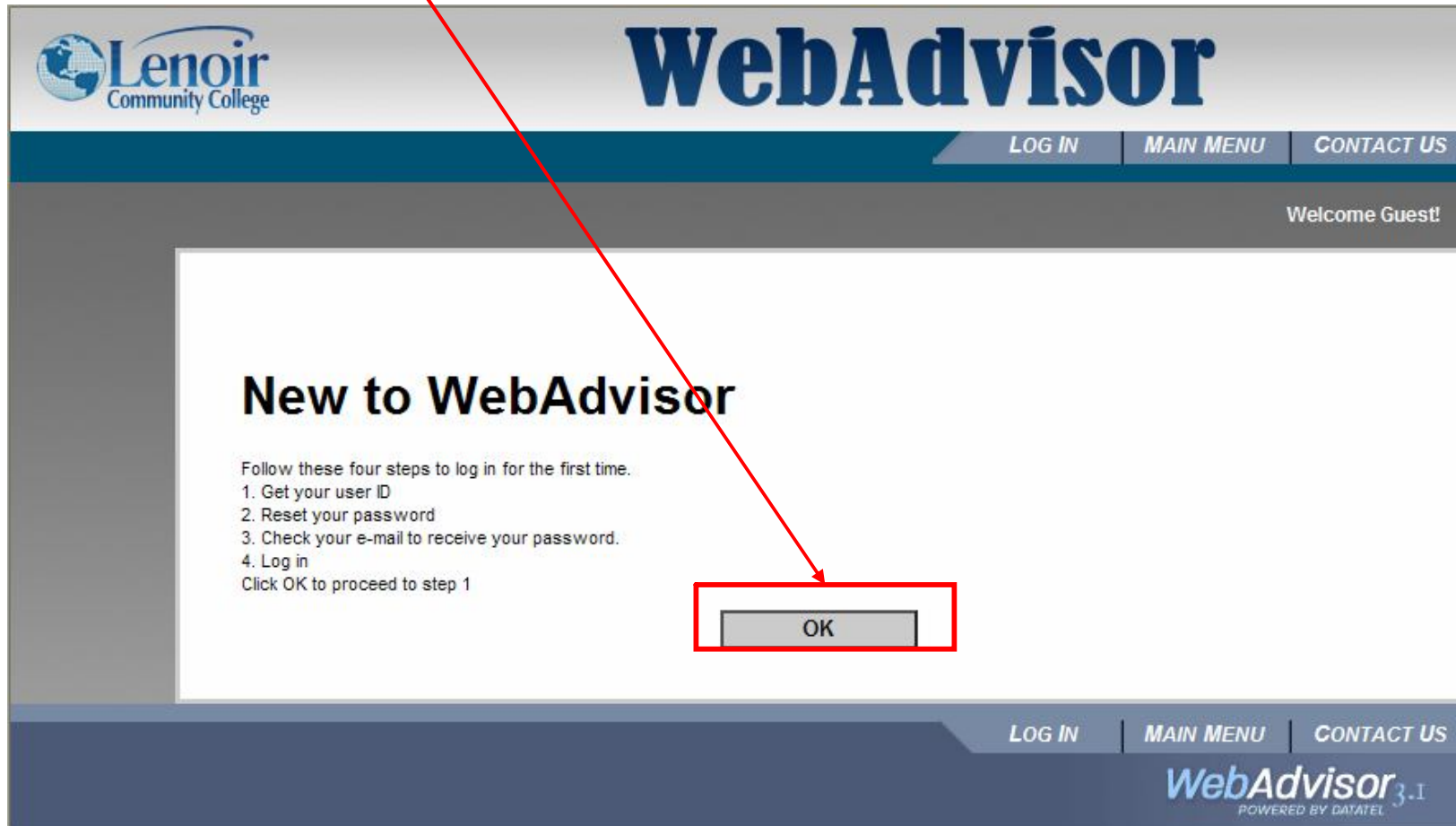
Account Information | **I'm New to WebAdvisor** | What's My Password?

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Once you have clicked on the link go to page 2 of this document.

Next you will need to click the "OK" button.



The screenshot shows the Lenoir Community College WebAdvisor interface. At the top left is the Lenoir Community College logo. The main header features the 'WebAdvisor' title in large blue letters. Below the header is a navigation bar with 'LOG IN', 'MAIN MENU', and 'CONTACT US' links. A 'Welcome Guest!' message is displayed in the top right corner. The main content area has a white background with the heading 'New to WebAdvisor'. Below this heading, it says 'Follow these four steps to log in for the first time.' followed by a numbered list: 1. Get your user ID, 2. Reset your password, 3. Check your e-mail to receive your password, and 4. Log in. Below the list, it says 'Click OK to proceed to step 1'. A red arrow points from the text above to an 'OK' button, which is highlighted with a red rectangular border. At the bottom of the page, there is another navigation bar with 'LOG IN', 'MAIN MENU', and 'CONTACT US' links, and the 'WebAdvisor 3.1' logo with 'POWERED BY DATATEL' below it.

Continue to page 3.

You should now be at the following webpage. On this webpage you need to enter your Last Name and Employee ID. Once you have entered the information Click the "Submit" Button.

Lenoir
Community College

WebAdvisor

LOG IN | MAIN MENU | HELP | CONTACT US

Welcome Guest!

What's my User ID?

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

Colleague ID

SUBMIT

[What's My Password?](#) [Change Password](#)

LOG IN | MAIN MENU | HELP | CONTACT US

WebAdvisor 3.1
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Continue to page 4.

The webpage provide you with your WebAdvisor “User ID”. This is the ID you will use to log in to WebAdvisor.

The screenshot shows the WebAdvisor interface for Lenoir Community College. At the top left is the Lenoir Community College logo. The main header is 'WebAdvisor'. Below the header is a navigation bar with links for 'LOG IN', 'MAIN MENU', 'HELP', and 'CONTACT US'. A 'Welcome Guest!' message is on the right. The main content area is titled 'Select an e-mail address'. It includes a note '* = Required'. The form contains two fields: 'Here's your User ID' with the value 'jddoe45' and 'Send my temporary password to this email address *' with a dropdown menu showing 'jdoe@lenoircc.edu'. A 'SUBMIT' button is centered below the form. The footer contains the same navigation links and the 'WebAdvisor 3.1 POWERED BY DATATEL' logo.

This webpage also allows you to request a temporary password. In the dropdown box select your email address. Once you have selected your email click the “Submit” button.

You should receive an email within a couple of minutes with your temporary password. After you receive the temporary password go to the next section of this document for instructions on logging in to WebAdvisor.



The screenshot shows the Lenoir Community College WebAdvisor interface. At the top left is the Lenoir Community College logo. The main header features the 'WebAdvisor' title in large blue font. Below the header is a navigation bar with links for 'LOG IN', 'MAIN MENU', 'HELP', and 'CONTACT US'. A 'Welcome Guest!' message is displayed in the top right corner. The central content area contains a 'Check E-mail' section with the text: 'Check your E-mail for your new temporary password. Click LOG IN to proceed to Step 4 -->'. Below this text is a grey button labeled 'OK', which is highlighted with a red rectangular border. A red arrow points from the 'OK' button down to the text below the screenshot. At the bottom of the page, there is a footer with the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL'.

Once you click "OK" you will be redirected to the WebAdvisor main webpage.

If you have received your temporary password you are now ready to log in. Click the “Log In” link on the WebAdvisor main webpage.

The screenshot shows the Lenoir Community College WebAdvisor main page. At the top left is the Lenoir Community College logo. The main header features the word "WebAdvisor" in a large, bold, blue font. Below the header is a dark blue navigation bar with three links: "LOG IN", "MAIN MENU", and "CONTACT US". The "LOG IN" link is highlighted with a red box, and a red arrow points to it from the text above. Below the navigation bar is a large white area with a light gray background. On the left side of this area, there is a "Welcome Guest!" message and a brief description of WebAdvisor. On the right side, there is a vertical "main menu" with several colored buttons: "Continuing Education" (yellow), "Prospective Students" (orange), "Students" (dark blue), "Faculty" (olive green), "Employees" (purple), "Vendors" (light green), "Advancement Officers" (green), "Alumni and Friends" (orange-red), and "Advisors" (gray). At the bottom of the page, there is a dark blue footer with links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?". The footer also contains the "LOG IN", "MAIN MENU", and "CONTACT US" links, and the "WebAdvisor 3.1" logo with "POWERED BY DATATEL" below it.

You will be redirected to the WebAdvisor log in page.

Enter you "User ID" and "Password" in the WebAdvisor Log In webpage. Then click the "Submit" button.

The screenshot displays the WebAdvisor login interface. At the top left is the Lenoir Community College logo. The main header features the 'WebAdvisor' title in large blue font. Below this is a dark blue navigation bar with links for 'LOG IN', 'MAIN MENU', and 'CONTACT US'. A 'Welcome Guest!' message is positioned in the top right corner. The central area is titled 'Log In' and contains a form with two input fields: 'User ID:' and 'Password:'. A red box highlights these fields, and a red arrow points from the text above to the 'User ID' field. Below the input fields is a 'Show Hint:' checkbox. A 'SUBMIT' button is located below the form. The footer includes navigation links, the 'WebAdvisor 3.1 POWERED BY DATATEL' logo, and a 'COMODO AUTHENTIC & SECURE' logo.

The password that was emailed to you was a temporary password. Now you will be redirected to the WebAdvisor Change Password webpage where you will be able to set a permanent password.

You will have to re-enter your “User ID”, “Old (temporary) Password” and your “New Password”. You can enter a password hint but this is not required. Once the information is entered click the “Submit” button.

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WebAdvisor

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [CONTACT US](#)

EMPLOYEES

Change Password

Your new password must be 6 to 9 characters in length and include both letters and numbers.

* = required

User ID: *

Old Password: *

New Password: *

Confirm Password: *

My password hint:

SUBMIT

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [CONTACT US](#)

COMODO
AUTHENTIC & SECURE

Now you should be logged in to the WebAdvisor main webpage.