

## What is WebAdvisor?

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WebAdvisor gives students, staff, alumni, and the community access to Alpena Community College's information systems. WebAdvisor also allows guest users to view information about courses offered at ACC.

## How do I access WebAdvisor?

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WebAdvisor allows guest users to view information about courses offered at ACC. Students and guests that visit the WebAdvisor site may search and view current class listings.

To access WebAdvisor, go to: [webadvisor.alpenacc.edu](http://webadvisor.alpenacc.edu).

## How do I access my WebAdvisor account?

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Students that have applied to ACC, have an e-mail address, and been accepted into a program of study have access to their student academic information through WebAdvisor. Students may access WebAdvisor by going to ACC's web page or go directly to WebAdvisor at [webadvisor.alpenacc.edu](http://webadvisor.alpenacc.edu).

To create a WebAdvisor account:

- From the WebAdvisor home page, select the link, "I'm New to WebAdvisor."
- From the "New to WebAdvisor" page, read the directions carefully and select "OK."
- From the "What's my User ID?" page, fill in your last name and either your Social Security Number (no hyphens) or student ID and select "Submit."
- From the "Select an e-mail address" page, write down your WebAdvisor student ID. Select your e-mail address to have a temporary password e-mailed to you. Select "Submit."
- Check your e-mail for your new temporary password. After retrieving your temporary password, go back to WebAdvisor and select "Log In."
- From the "Log In" page, enter your WebAdvisor User ID and new temporary password you received through your e-mail and select "Submit."
- The first time that you log in to WebAdvisor, you will be required to change your password. From the "Change Password" page, enter your WebAdvisor User ID, your old password (the temporary password that was e-mailed to you), and your new password. The new password must be 6 to 9 characters in length and include both letters and numbers.

**Note:** You must have your Social Security Number OR Student Identification Number and an e-mail address on file at the college to set up and use WebAdvisor.

## How will WebAdvisor help me?

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WebAdvisor gives you instant and up-to-date information to assist you with your college goals.

For example, you can:

- Search for class sections by semester prior to registration and view enrollment status
- Obtain a program evaluation to determine degree or certificate requirements
- Plan courses and develop an educational plan
- View your class schedule
- View your personal file
- Communicate with your advisor
- Submit an address change
- Academic advising tools
- Register and drop classes (returning students)
- Make payments on financial obligations
- View your financial account summary
- View your financial aid status
- View your placement test summary
- View grades and unofficial transcripts
- Request official transcripts
- Apply for graduation

# STUDENT GUIDE TO WEBADVISOR

Questions and Answers for Users of  
Alpena Community College's WebAdvisor



**WebAdvisor**

POWERED BY DATATEL

## Technical Support:

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Web Support:

<http://www.alpenacc.edu/services/wahelp.htm>

E-mail:

[wahelp@alpenacc.edu](mailto:wahelp@alpenacc.edu)

(Student ID required for technical assistance.)

Office: Van Lare Hall, room 116

## Is my user ID for WebAdvisor the same as my username for Blackboard?

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Yes, the user ID for WebAdvisor and the College's learning content management system, Blackboard, are the same. However, the passwords are separate and not synchronized.

## Is my personal information within WebAdvisor secure?

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Yes, information found within WebAdvisor is secured with 128-bit encryption, the highest in the industry. However, information within WebAdvisor should be considered confidential; do not share your WebAdvisor user ID and password with anyone and be certain to always log out of WebAdvisor.

## Who do I contact if I need help using WebAdvisor or have problems logging on?

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For more information about WebAdvisor or to receive assistance using WebAdvisor, please visit:

[www.alpenacc.edu/services/wahelp.htm](http://www.alpenacc.edu/services/wahelp.htm).

For specific issues related to accessing WebAdvisor, your username, or password, please e-mail our WebAdvisor Help Desk at: [wahelp@alpenacc.edu](mailto:wahelp@alpenacc.edu). (Student ID required for technical assistance.)



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