How to Access Web Advisor

I'm New to WebAdvisor  Forgot my password (Student)  Forgot my password (Faculty)
What is Web Advisor?

- Web Advisor is a Web interface that allows you to access information contained in the administrative database used by Northwestern College.
- You can change or reset your password.
- Register for classes
- View class schedules
- Check grades
- Check financial aid information
- View unofficial transcripts
- And much more...

How do I Access Web Advisor?

- Open your web browser of choice
  1. Microsoft Internet Explorer 7.0 or Higher
  2. Mozilla Firefox 3.0 or Higher
- Type https://my.st.nc.edu into your web browser address bar
- Before accessing any Web Advisor, please be sure to turn off all pop-up blockers. Examples include pop-up blockers turned on from your Google toolbar, Internet Explorer, and Yahoo toolbar.

How do I logon to Web Advisor?

- If this is your first time logging into Web Advisor click the URL I’m New to Web Advisor located in the bottom right hand side of the page and continue reading the documentation below. This link will walk you thru successfully logging into Web Advisor for the first time.
- If you have already successfully logged on to Web Advisor Click the Log In link from the main menu and enter you User ID and Password. This will give you access to various school services.
I’m New to Web Advisor (First Time Users)

1. Get your User ID
   - Click what’s my User ID in Figure 1.
   - In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers (New Student ID or SSN) and click submit. See Figure 2.

Figure 1

Figure 2

Last Name

SSN
OR
Student ID

Fill out your last name and either your SSN or Student ID
If you do not have a Student ID please stop by Student Services.

Figure 3
2. Once you have your username, click reset my password in Figure 4.

**Figure 4**

What's my User ID?

Reset my password

A New Browser window will open click on Establish Security Questions in Figure 5. NOTE: You must enroll /establish security questions into the system in order to reset or change your password.

**Figure 5**

Establish Security Questions

You must enroll into this system before you can use it to reset your password or unlock your account. Enrollment is a one-time process and takes only few minutes.

Establish Security Questions

Enter the following information in Figure 6.

- Type in your User ID
- Select ST from the drop down list for Domain.
- Enter your password which is first name initial, last name initial, #, and your Student ID (unless you had changed it previously)

**Example:** Joe Smith with Student ID 1111111 password would be js#1111111

**Figure 6**

<table>
<thead>
<tr>
<th>User ID:</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain:</td>
<td>ST</td>
</tr>
<tr>
<td>Password:</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

- Please Enter your User ID from Step 1.
- Domain = ST
- Password is first name initial, last name initial, # and your Student ID
- **Example:** Joe Smith with Student ID 1111111 password would be js#1111111
Create 3 Security Questions and answers and click next. See Figure 7

**Figure 7**

<table>
<thead>
<tr>
<th>Question 1:</th>
<th>--Select question--</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 2:</td>
<td>--Select question--</td>
<td>Answer:</td>
</tr>
<tr>
<td>Question 3:</td>
<td>--Select question--</td>
<td>Answer:</td>
</tr>
</tbody>
</table>

You will receive confirmation that you have successfully enrolled and are ready to reset your password. Click reset your password in Figure 8.

**Figure 8**

Congratulations! Your account has been enrolled successfully. 

Type in your new password and Click proceed in Figure 9.

Please Refer to Password Requirements Below.

**Figure 9**

Please type your new password in the fields below and click Proceed:

Enter new password: 
Confirm password: 

- Ask me to change password at next logon
- Unlock my account

[Proceed] [Cancel]
Password Requirements:

- Be at least eight characters in length
- Not contain significant portions of the user's account name or full name
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)

One way to create a strong password that will easily be remembered is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

Use this website to check the strength of a password ([http://www.microsoft.com/athome/security/privacy/password_checker.mspx](http://www.microsoft.com/athome/security/privacy/password_checker.mspx)). Use a password that has a strength level of Strong or Best.

You will receive a notification that your password was reset in Figure 10. You can now logon to Web Advisor.

**Figure 10**

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You password has been reset successfully.

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Northwestern College
3. Log in to Web Advisor
   - From the https://my.st.nc.edu page click logon and enter your username and password

4. In the event that you type your password incorrect three consecutive times your account will be locked out and you will be unable to access web advisor. Click Unlock Account from https://pm.st.nc.edu/PM/default.asp

   **Figure 11**

   ![Unlock](image)
   Unlock
   If your account becomes locked out, you can unlock it and try logging on again.
   Unlock Account

5. In the event that you forget your password, click reset password to reset your account from https://pm.st.nc.edu/PM/default.asp

   **Figure 12**

   ![Reset](image)
   Reset
   If you can't logon, you may need to reset the password and optionally unlock your account.
   Reset Password

6. Once you have successfully logged on to Web Advisor you can now access your Northwestern College email. Please refer to the document titled “Checking your Northwestern College Email”.

**Terms of Service:**

Students who have not attended classes for two consecutive quarters (not including the summer quarter) will be withdrawn from their academic program and their Web Advisor and NC email accounts will be deactivated.

If your student account has been deactivated for whatever reason, your student email will be deleted and your student email address will be converted to a windows live email @live.com or @hotmail.com the next time you attempt to logon to your student email. Please contact Student Services for more information.