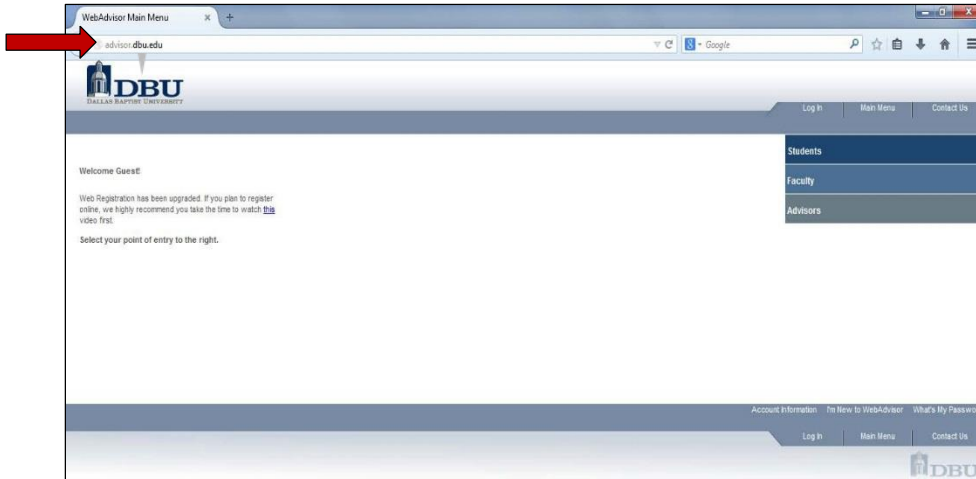
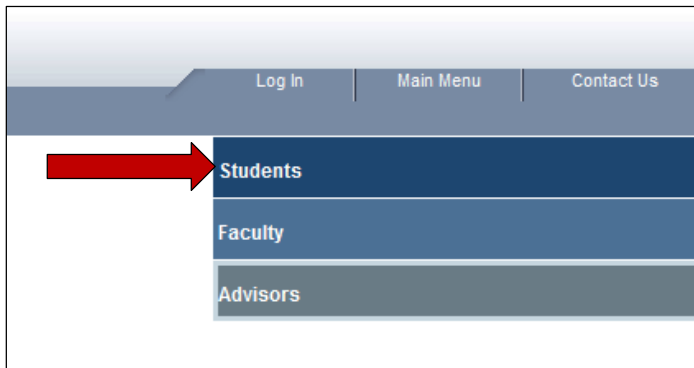


This document is a step-by-step guide on how to create or change a password on WebAdvisor.

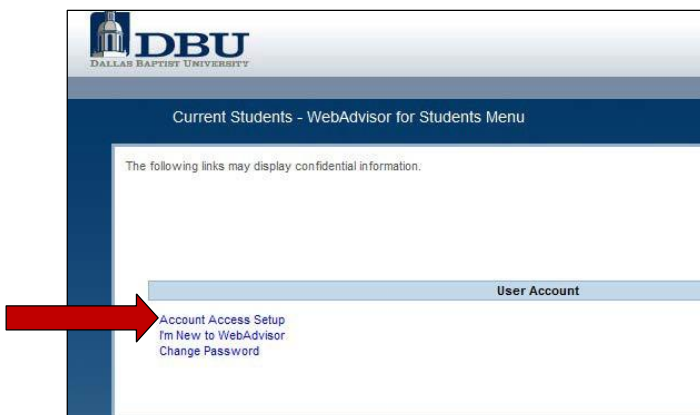
1. Open Firefox, Internet Explorer, or Google Chrome and navigate to advisor.dbu.edu.



2. Click "Students".



3. Click on the "Account Access Setup" link under the "User Account" tab.



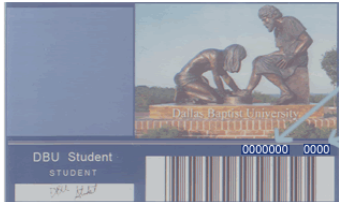
4. On this page there are two options.

Option #1 - Enter the following information: last name, security code, and DBU ID number. This option is recommended as it provides the fastest process.

Option #2 - Enter the following information: last name and social security number. This option is a backup in case the security code is not available. This method verifies identity through a series of security questions.

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

5. Once one of the above options has been completed, the system will move to the “Change Password” section. Please make note of the highlighted region, this displays the assigned User ID, which will be used to log into Webadvisor, Blackboard, DBU student computers, and DBU student email account.

Current Students

Change Password

* Required

Change New Password

Type in a new password. This password will be your **WebAdvisor, Email, and Blackboard** password.

Password Requirements

- Must be at least 8 characters long
- Two letters need to be within the first 6 characters
- Two numbers need to be within the first 6 characters

User ID: **sham01234**

Password
Confirm Password

SUBMIT

6. Develop a password that contains **EXACTLY** 8 characters with at least 2 letters and at least 2 numbers. Passwords can not contain any special characters or uppercase letters. Failure to follow these requirements may result in login issues.

7. Click “submit” after entering a valid password.

8. Review the policy and check the box labeled “I agree to abide by the policy”, and click “submit”

Current Students

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

9. The newly created password will be used for logging into Blackboard, Webadvisor, and the DBU Student Email account. For any assistance, please call the Information Technology Help Desk at 214-333-5500 or visit services.dbu.edu.

10. Please note that it may take up to one hour in order for WebAdvisor, Blackboard, and Email to sync with our system. Therefore, the new password may not work immediately.

11. Please refer to the DBU Information Technology Help Desk web page at dbu.edu/computers for further information on the various technology services that DBU offers to students.