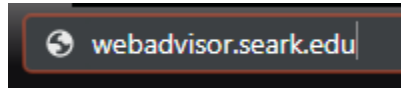
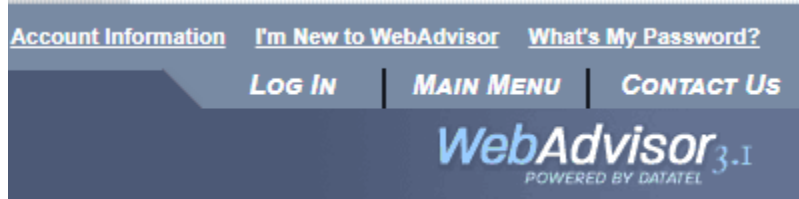


How To Reset Your WebAdvisor Password

1. Pull up a browser and go to the following website:
 - a. [Webadvisor.seark.edu](http://webadvisor.seark.edu)



2. Once the page loads you will look towards the lower right portion of the screen and click on the following:
 - a. [What's My Password?](#)



3. On the next page you should see the following and select:
 - a. [Show my password hint](#)

What's my password?

I might remember: [Show my password hint](#)

I forgot my password: [Reset my password.](#)

For other password issues, please contact WebAdvisor

4. The next page should look as follows and you will have to fill out the fields prior to being able to submit the request. Along with your last name, ensure that you fill out either your SSN (Social Security Number) or your student ID with leading 0's:

Reset my password

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

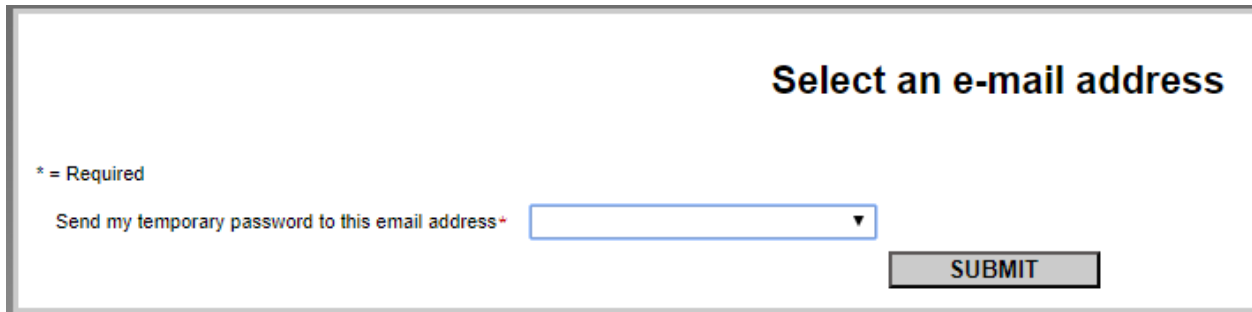
Last Name*

SSN

OR

Student ID

5. After submitting from the previous page, you will be prompted with the following image on the page. You then select the one of your emails from the drop-down and select submit.



The screenshot shows a web form with the following elements:

- Select an e-mail address**: A bold heading at the top right of the form.
- * = Required**: A small text label on the left side of the form.
- Send my temporary password to this email address***: A text label next to a drop-down menu.
- SUBMIT**: A rectangular button with a grey background and black text, located at the bottom right of the form.

After following these instructions, a temporary password for your WebAdvisor account will be sent to the selected email account. Access the email account to which you submitted the password reset and utilize this temporary password to access your WebAdvisor account. You should be prompted to change upon entering it correctly.

Thank you very much.

-I.T.