Creating a Username and Password in WebAdvisor

If you have NOT already set up your username and password, go to www.dbu.edu and select "WebAdvisor" under the LOGIN section on the left side of the screen, then click on the link for students (as pictured above).

Instead of clicking to log in, this time click on Account Access Set-Up.

If you have your Security Code (located on your DBU Picture ID Card), activate or reset your WebAdvisor, Email, and Blackboard Accounts by using the following instructions:
1. Enter your Last Name.
2. Enter your DBU ID Security Code.
3. Enter your DBU ID #.
4. Click once on the SUBMIT button.
5. Select your Date of Birth from the dropdown list of dates.

6. Click once on the "Submit" button.
7. Use the dropdown arrow on the next screen to select your home address.
8. Click once on the "Submit" button.
9. Use the dropdown menu to select your major.

10. Click on the "Submit" button one time.
11. Use the dropdown box to enter your zip code.

12. Click on the "Submit" button once.
13. Confirm your ID Questions by clicking the "Submit" button.
14. Fill out the information in all fields to reset your password.
15. Enter your new password. The new password must be 6 to 9 digits in length and include at least 2 numbers (it must have both alpha and numeric characters).
16. Confirm the Access Policy by selecting the box and then clicking on the "Submit" button.

![ACAD1/Email2 Access Policy]

17. You have now set-up your password.

![ACAD1/Email2 Access Policy]

**If you do not have your Security Code, use the following instructions:**

1. Log into WebAdvisor.
2. Click on Security Code on the Student Menu.

3. WebAdvisor will display your Security Code and your Student ID Number.