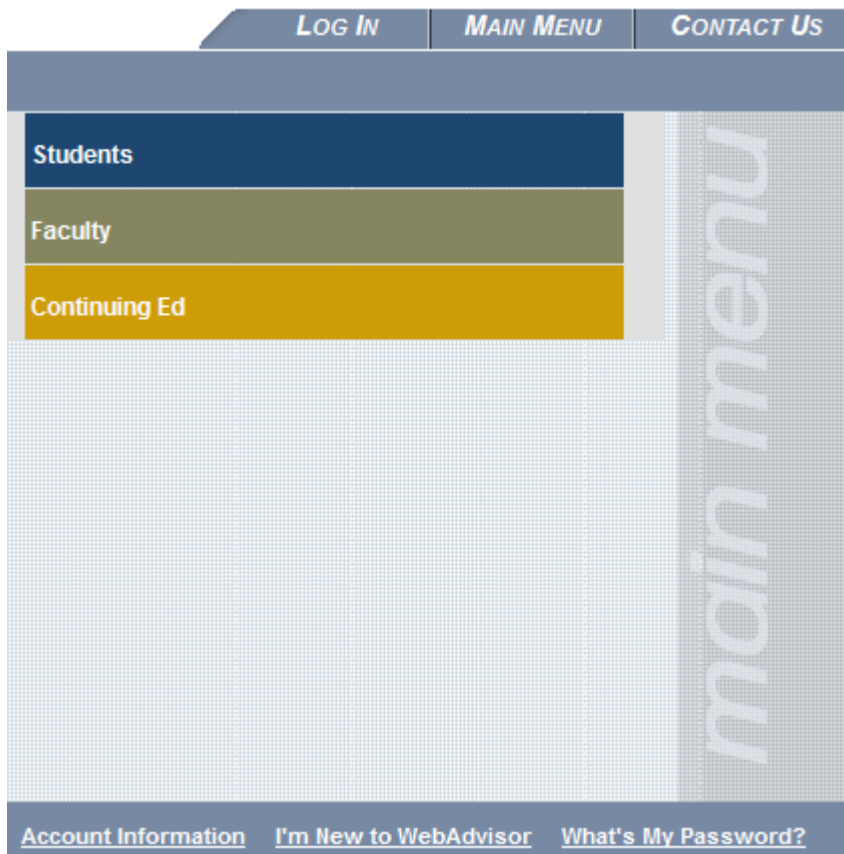# How to Reset Your WebAdvisor Password
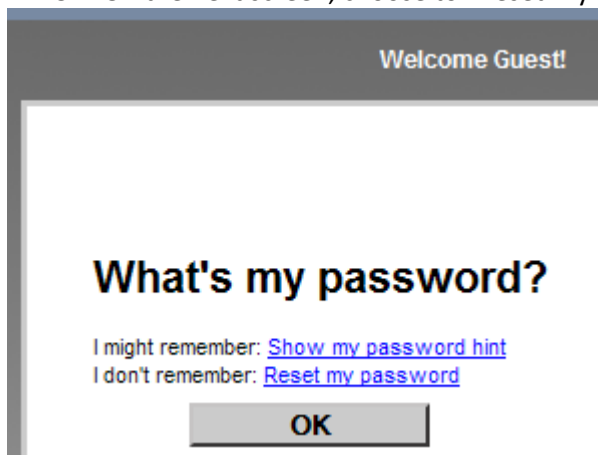
Please follow this procedure to reset your WebAdvisor password:

1. Go to the WebAdvisor homepage at http://wa.gcccd.edu .
2. Click on the "What's My Password?" link in the bottom right hand corner:

3. On the next screen, choose to "Reset My Password":

4. Fill in your last name AND your Social Security Number -OR- your Student ID Number:

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* | Smith

SSN | [   ]

OR

Colleague ID | 0123456

SUBMIT

5. The next screen will ask you to select your email address. This will be the email that your temporary password will be mailed to:

Select an e-mail address

* = Required

Send my temporary password to this email address* [▼]

SUBMIT

n   9@live.com

6. In a new window, go open your email inbox, and look for an email from 'donnotreply@gcccd.edu':

WebAdvisor response

donotreply@gcccd.edu (donotreply@gcccd.edu) Add to contacts 2:50 PM
To: n   9@live.com ❯

Your WebAdvisor password has been reset at your request.

Return to WebAdvisor and click on Log In.
This is your TEMPORARY password: west45jac

When you login, you must define a new password. When prompted
for your "old" password, use the above "temporary" password and
then enter your "new" password.

Your new password must be 6 to 9 characters in length and
include both letters and numbers.

If you have received this email in error, please contact
Admissions & Records.

7. Now go back to WebAdvisor http://wa.gcccd.edu and log in using your username (first.last) and the temporary password from the email.
8. You will now have to pick a new password:

Change Password

Your password has expired. Please choose a new password.

Your new password must be 6 to 9 characters in length and include both letters and numbers.
It is recommended that you provide a password hint.

User ID	john.doe
Old Password	•••••••••
New Password	•••••••
Confirm Password	•••••••
Hint	yellow fruit + 2

SUBMIT

9. Enter your username, and the "old password" is going to be the one you just used- the temporary one from the email. Pick a new password containing a word and a number. The password you create must be 6-9 characters in length (including digits) and should have both letters and numbers. An example would be "Apple2". We recommend you write this new password down and keep it in a safe place. Also, it is a good idea to give yourself a hint for the password to help you remember next time.

After you click submit, it will log you in and take you to the Main Menu. From now on, use your new password to access your account.