**WEB ADVISOR LOGIN**

## **WEBADVISOR** Log in instructions

Access the [WebAdvisor log in page](https://acccweb1.atlantic.edu:8443/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9441697214) from the <http://www.atlantic.edu> home page

Your User ID is:

Your first and last name (all together, all lower case) (use middle initial if this is how you are entered in the system).

Your password is:

**Your six digit birth date,** (for 1sttime user)

After entering your User ID and password, Click Submit. You will now be prompted to change/create your own password.

**Locked out ? ….or cannot remember password?**

After 2/3 unsuccessful attempts to log on you will be locked out.

* Wait 30 minutes click on the link “What’s my Password” on the lower right hand side of the page.
* Click on “Reset my password”
* WebAdvisor will send you a temporary password to the e-mail selected.
* Repeat the WebAdvisor Login using this **temporary password as the “old password**”.

(Copy and paste does not work with all browsers)

* If you are unable to login at this point, call Operations at ext. 5294 or 4913.

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**USE:**

**EMPLOYEE**

TAB to view pay advises (paystubs)

**FACULTY**

 TAB for Academic information (class list, etc)