



WebAdvisor Student Guide

Establishing a Password

Step 1: Go to wa.kckcc.edu

Step 2: From the WebAdvisor Home Page, select **Reset Password**.

On the Microsoft Sign in page, enter your KCKCC Student Email Address, then select **Next**

What's my Student Email Address?

Your KCKCC student email address should be as follows:

- + First initial of your first name
- + first four letters of your last name
- + last four digits of your Student ID
- + @students.kckcc.edu

Example:

Name : Darth VADEr

Student ID : 0123456

Email: DVADE3456@students.kckcc.edu

Step 3: Select Forgot my password

The image shows two side-by-side screenshots of web pages. The left screenshot is the Microsoft Sign in page, featuring the Microsoft logo, the text 'Sign in', a text input field, and links for 'No account? Create one!' and 'Can't access your account?'. At the bottom are 'Back' and 'Next' buttons. The right screenshot is the KCKCC WebAdvisor 'Enter password' page, featuring the KCKCC logo, a back arrow, the text 'Enter password', a password input field, and a 'Forgot my password' link circled in red. A 'Sign in' button is at the bottom right.



Step 4: Enter our email and complete the catpcha screen, then select Next.

Email or Username:
@students.kckcc.edu
Example: user@contoso.onmicrosoft.com or user@contoso.com

wdw6d

wdw6d

Enter the characters in the picture or the words in the audio.

Step 5: Complete verification with a phone and email.

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

☒ Email my alternate email We've sent an email message containing a verification code to your inbox.

☐ Text my mobile phone

☐ Call my mobile phone

Enter your verification code

Next

> choose a new password

* Enter new password:

* Confirm new password:

Finish Cancel

PASSWORD REQUIREMENTS

Passwords must be at least 8 characters long.

Passwords cannot contain the user's account name

or parts of the user's full name

Passwords must contain at least 3 characters from these four categories:

Uppercase letter, Lowercase letter, Numbers (0-9), and/or

non-alphabetic characters: ~ ! @ # \$ % ^ & * () _ + - = { } | [] \ : " ; ' < > ? , . /



Self Service Password Reset Setup: More information will be gathered for SSPR . You will need to configure at least 2 of the 3 security options to finish.

Kansas City Kansas Community College

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify you are secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

Configuring Authentication Phone

Kansas City Kansas Community College

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

[text me](#) [call me](#)

[back](#)

Kansas City Kansas Community College

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

[text me](#) [call me](#)

We've sent a text message containing a verification code to your phone.

[verify](#)

[back](#)



Configuring Authentication Email

- Enter your personal email address
- Go to your inbox, retrieve code
- Enter code & verify

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

back

Kansas City Kansas Community College account email verification code

Microsoft on behalf of Kansas City Kansas Community College <msonlineserviceteam@microsoftonline.com> to me

Verify your email address

Thanks for verifying your @STUDENTS.KCKCC.EDU account!

Your code is: 211184

Sincerely,
Kansas City Kansas Community College

This message was sent from an unmonitored email address. Please do not reply to this message.

Reply Forward

Authentication Email

email me

We've sent an email message containing a verification code to your inbox.

verify try again

back

Configuring Security Questions

Answer 3 questions

Answers must be at least 3 characters long

Security question 1

Security question 2

Security question 3

All Done!

At least 2 green checkmarks?

Select Finish to complete

Thanks! We'll use the info below to recover your account if you forget your password.

- ✓ Authentication Phone is set to +1 . Change
- ✓ Authentication Email is set to @gmail.com. Change
- ✓ 3 Security Questions are configured. Change

finish cancel