

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

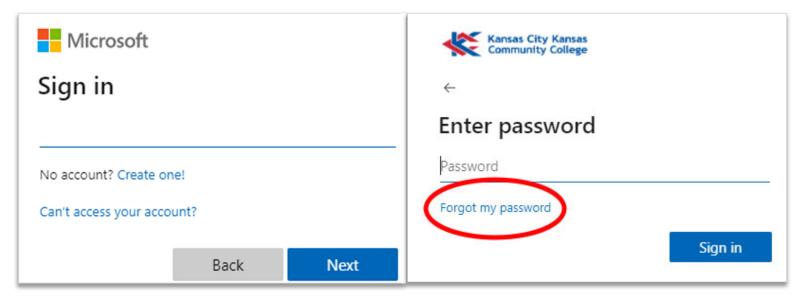
Example:

Name : **D**arth **VADE**r

Student ID: 012**3456**

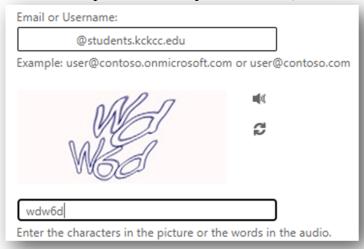
Email: DVADE3456@students.kckcc.edu

Step 3: Select Forgot my password

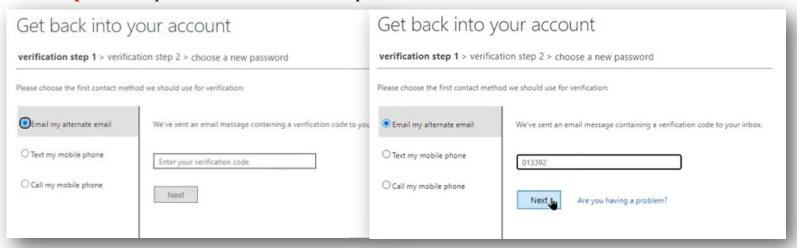




Step 4: Enter our email and complete the catpcha screen, then select Next.



Step 5: Complete verification with a phone and email.



	> 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

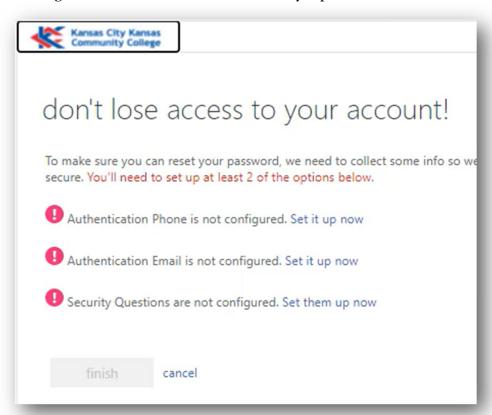
Passwords must contain at least 3 characters from these four categories:

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

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

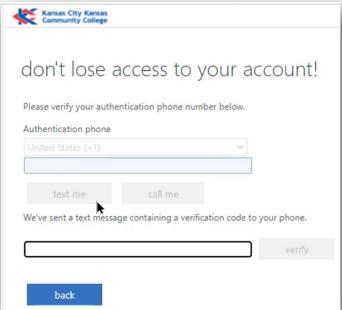


Self Service Password Reset Setup: More information will be gathered for SSPR . You will need to configure at least 2 of the 3 security options to finish.



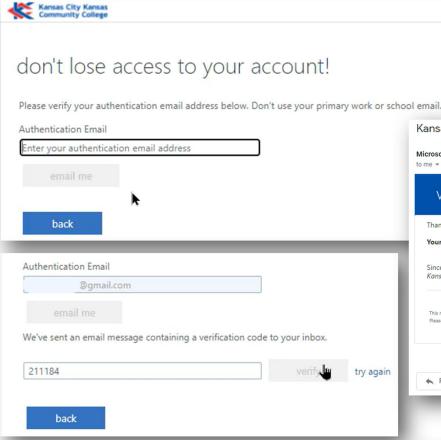
Configuring Authentication Phone



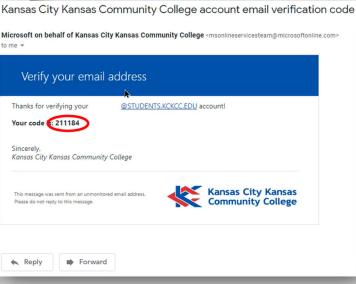




Configuring Authentication Email



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



Configuring Security Questions

Answer 3 questions

Answers must be at least 3 characters long

All Done!

At least 2 green checkmarks?

Select Finish to complete

