

Getting Started With WebAdvisor: Faculty & Staff

WebAdvisor Instructions – Registrar's Office June 2015

Before You Begin:

In order to access WebAdvisor and your new Manhattanville College email account, you must first establish your login credentials using the **Self Service Password Utility**. Have these items ready:

- Your 7-digit College **ID number**. This may be found on your photo ID card, hiring letter, adjunct contract or other correspondence from the Human Resources Office.
- Your College-assigned **User Name**. Normally, this is constructed by taking your full LAST NAME and adding the FIRST INITIAL of your FIRST NAME to the right of it.

Example: Name is **Jane Smith**

User Name is: **smithj** (all in lower case letters)

If you are not sure what your User Name is, contact the IT Help Desk at 914-323-7230 (ext. 7230)

Establish Your Identity Using the Self-Service Password Utility:

Type or paste the following URL into the address window of your favorite web browser:

<https://selfservice.mville.edu/showLogin.cc>

The “Self-Service Password Utility” screen will open (see example below):

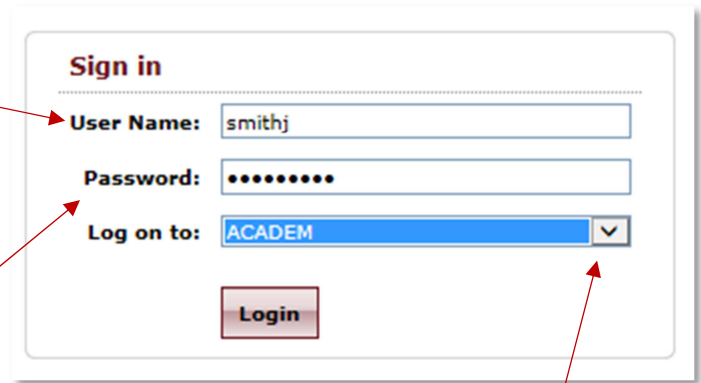
The screenshot shows the Manhattanville College Self-Service Password Utility interface. On the left, there is a section for 'All Students' with instructions on how to create a user name and a temporary password. In the center, there is a 'Sign in' form with fields for 'User Name', 'Password', and 'Log on to' (a dropdown menu), and a 'Login' button. On the right, there is a 'Self-Service Account Management' section with three options: 'Manage your Profile', 'Reset Password', and 'Unlock Account', each with a corresponding icon and a brief description.

(Proceed to next page)

Using the “**Sign In**” box, type in your:

User Name: Example “smithj” (all lower case)

Password: Your temporary password for the self-service portal is your first name initial in UPPER case, your last name initial in lower case, and your SEVEN digit ID number (include leading zeroes). Example: If Jane Smith’s ID # is 0012345, her temporary password will be: **Js0012345**



The screenshot shows a 'Sign in' form with the following fields: 'User Name' containing 'smithj', 'Password' containing seven dots, and a 'Log on to' dropdown menu with 'ACADEM' selected. A 'Login' button is located below the dropdown. Red arrows point from the text instructions to each of these three fields.


After you type in your User Name and Password, select “ACADEM” from the dropdown list and then click “Login”

On the next screens, the **Self-Service Password Utility** will prompt you to:

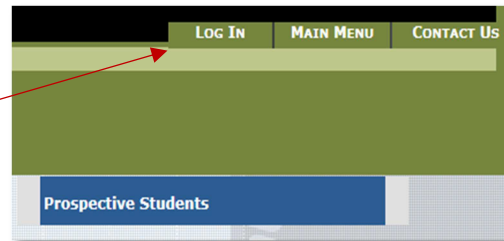
- Select TWO security questions. Make your answers EASY TO REMEMBER because they will be needed to recover your account access or change your password in the future.
- Create a new PERMANENT password. Follow the instructions for password creation using the proper number of characters and a mix of alpha and numeric text to create a strongly-encrypted password.

After you complete the Self-Service Password Utility steps, you’re ready to log in to WebAdvisor!


Visit the WebAdvisor Login Page:

Return to the College’s home page at <http://www.mville.edu>. Then, click on the “**MyMville**” link on the burgundy-colored toolbar in the upper right corner of the home page. When the “MyMville” web page loads, click on the  button in the middle of the page.

When the WebAdvisor home page loads, click the “**Log In**” button in the upper right.



The “Log In” window appears. Type in your **User Name** and the **NEW personal password** you created in the Self-Service Password Utility.



The screenshot shows a 'Log In' window with the following fields: 'User ID' containing 'smithj', 'Password' containing seven dots, and a 'Show Hint' checkbox which is unchecked. Red arrows point from the text to the 'User ID' and 'Password' fields.

SUBMIT

Then, click the SUBMIT button and you’re logged in to your WebAdvisor account!