

ACTIVATING WEBADVISOR

STEP 1

Go to the WebAdvisor site.



The screenshot displays the University of Guam WebAdvisor interface. At the top, the University of Guam logo and name are visible. Below this, there are navigation links for "LOG IN", "MAIN MENU", and "CONTACT US". The main content area features a "Welcome Guest!" message and a brief description of WebAdvisor's purpose. A vertical "main menu" is positioned on the right side, containing three prominent links: "Students" (blue), "Faculty" (olive green), and "Employees" (maroon). At the bottom of the page, there are additional links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?". The footer includes the "WebAdvisor 3.0" logo and the text "POWERED BY DATATEL".

Click on the corresponding link (i.e. **Students, Faculty, or Employees**)

STEP 2 Click on the **What's my User ID?** link

The following links may display confidential information.

User Account	Registration
I'm New to WebAdvisor What's my User ID?	Search for Sections

STEP 3 Enter information and click submit.

What's my User ID?

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*

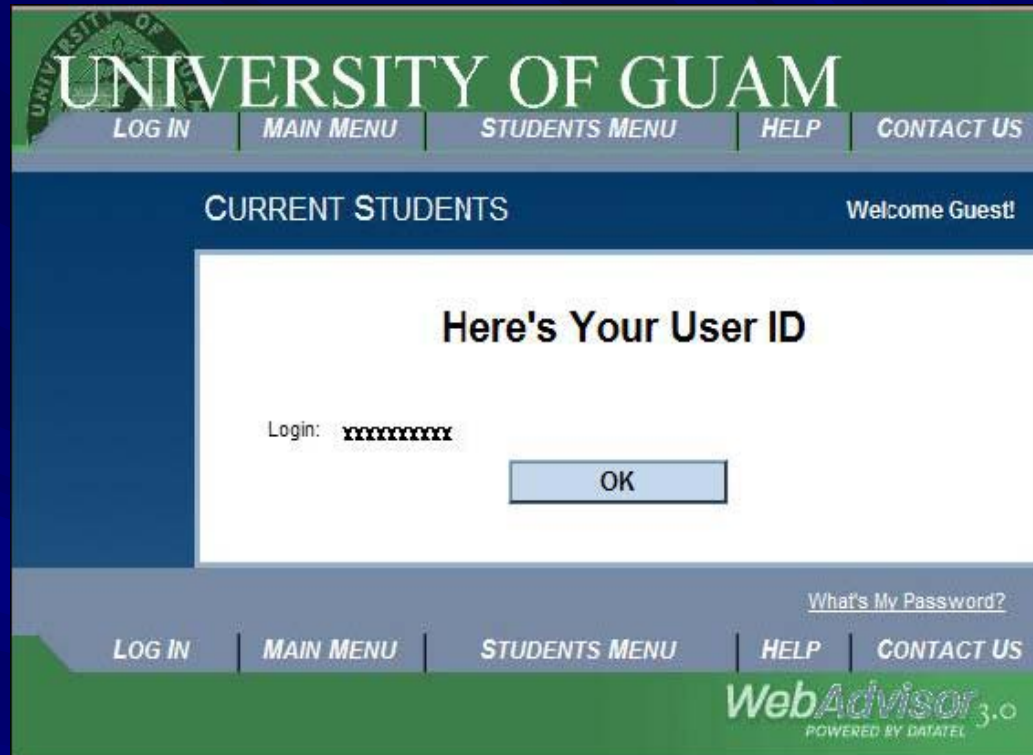
SSN

OR

University ID

NOTE: For your security, your session may be timed out if no action is taken. In this case, please restart from the top instruction.

STEP 4 Take note of your User Name



The screenshot shows the University of Guam WebAdvisor 3.0 interface. At the top, there is a green header with the university's logo and the text "UNIVERSITY OF GUAM". Below this is a navigation bar with links for "LOG IN", "MAIN MENU", "STUDENTS MENU", "HELP", and "CONTACT US". The main content area is dark blue and contains the text "CURRENT STUDENTS" on the left and "Welcome Guest!" on the right. A white box in the center displays "Here's Your User ID" and "Login: xxxxxxxx" with an "OK" button below it. At the bottom, there is a footer with the same navigation links and a "What's My Password?" link. The "WebAdvisor 3.0" logo and "POWERED BY DATATEL" are also visible in the bottom right corner.

STEP 5 Click on the Log In button of your browser



This screenshot is identical to the one in Step 4, but with a green arrow pointing upwards to the "LOG IN" button in the navigation bar.

STEP 6 Enter your **User Name** and **Password** (from STEP 4)



The screenshot shows the University of Guam student portal login page. At the top, there is a green header with the university's name and a logo. Below the header is a navigation bar with links for 'LOG IN', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US'. The main content area has a dark blue background with 'CURRENT STUDENTS' on the left and 'Welcome Guest!' on the right. In the center, there is a white box titled 'Log In' containing two input fields for 'User ID' and 'Password', both filled with 'x' characters. Below these fields is a 'Show Hint' checkbox and a 'SUBMIT' button. At the bottom, there is another navigation bar with the same links as the top, and a 'WebAdvisor 3.0' logo with 'POWERED BY DATATEL' below it.

NOTE: Your temporary **Password** will be your birthdate in the form of **mmddyy**
(For example: for the birthdate of March 07, 1979 - the password will be 030779)

STEP 7 Use the same **User ID** (from STEP 4)

Type in **Old Password** (mmddy)



The screenshot shows the University of Guam website's password change interface. At the top, there is a green header with the university's name and logo, and navigation links for 'LOG OUT', 'MAIN MENU', and 'CONTACT US'. The main content area is titled 'Change Password' and contains a red warning message: 'Your password has expired. Please choose a new password.' Below this, a note states: 'Your new password must be 6 to 9 characters in length and include both letters and numbers.' A legend indicates that an asterisk (*) denotes a required field. The form includes five input fields: 'User ID:*' (containing 'XXXXXXXX'), 'Old Password:*' (containing seven dots), 'New Password:*' (containing seven dots), 'Confirm Password:*' (containing seven dots), and 'My password hint:' (empty). A 'SUBMIT' button is located at the bottom of the form. The footer of the page repeats the navigation links and includes the text 'Web @ UoG'.

(IMPORTANT: Your New Password must be 6 to 9 characters in length and include both letters and numbers.)

NOTE: It is highly recommended for your convenience to set a **password hint**

**IN CASE DEFAULT
PASSWORD DOESN'T LOG
YOU IN...**

- Step 1: You need to retrieve your **PIN number** from the Admissions and Records Office located at the Field House (1st Flr.) You will need your PIN to access your etriton email account.
- Step 2: Access the WebAdvisor; Once on the main menu, click on **Students**.



– Click on “I’m new to WebAdvisor”

- Step 3: It will bring you to this page, read the steps and click “OK” when done.

UNIVERSITY OF GUAM

[LOG IN](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

CURRENT STUDENTS Welcome Guest!

New to WebAdvisor

Follow these four steps to log in for the first time.

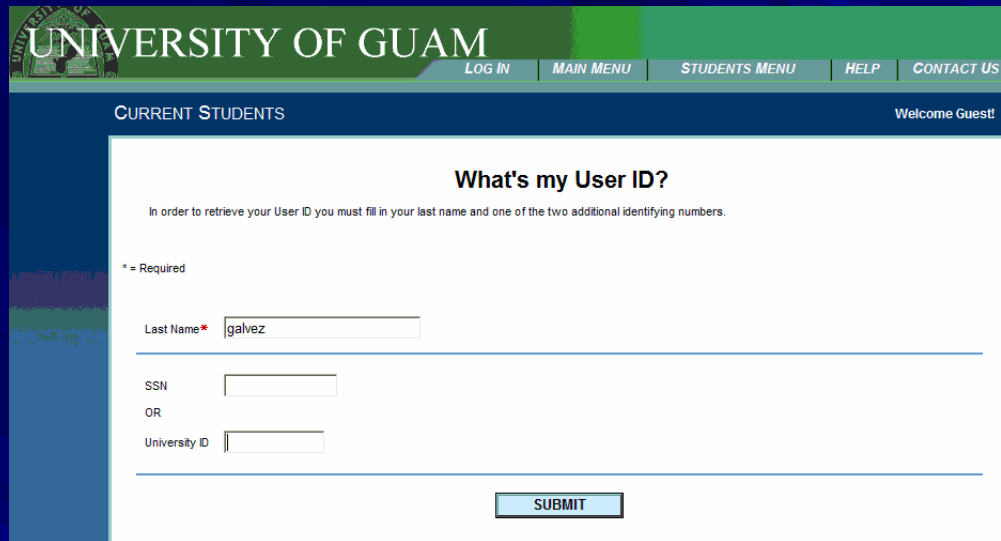
1. Get your user ID
2. Reset your password
3. Check your e-mail to receive your password.
4. Log in

Click OK to proceed to step 1

[LOG IN](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

WebAdvisor 3.0
POWERED BY DATATEL

- Step 4: Enter your information and then click **SUBMIT**



UNIVERSITY OF GUAM

LOG IN | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome Guest!

What's my User ID?

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*

SSN

OR

University ID

- Step 5: Click on your etriton email account and then click **SUBMIT**



UNIVERSITY OF GUAM

LOG IN | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome Guest!

Select an e-mail address

* = Required

Here's your Login

Send my temporary password to this email address*

egalvez@uguaam.uog.edu
eden@etriton.edu.gu

LOG IN | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.0
POWERED BY DATATEL

NOTE: The WebAdvisor will send a **temporary password** to your email account

ACCESSING YOUR ETRITON EMAIL ACCOUNT

- Go to the WebAdvisor's main menu. Click on “**New Student Webmail**” (found on the left)

UNIVERSITY OF GUAM

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

[New Student WebMail](#)

Students

Faculty

Employees

main menu

[Account Information](#) | [I'm New to WebAdvisor](#) | [What's My Password?](#)

LOG IN | MAIN MENU | CONTACT US

eTriton
WebMail

UNIVERSITY OF GUAM
EXCELSIOR

University of Guam

User name :

Password :

Encrypted login

[Forgot your password?](#)

[Click here for fast login](#)

Powered by [IceWarp Software Merak Email Server](#)
IceWarp Web Mail 5.6.7 (Registered)

- Your user name is the prefix (**all characters before the @ sign**) of your e-triton email account.
- Your password will be a lowercase "u", followed by your PIN number (six digit number) retrieved from the Admissions and Records Office.
example: username: mhattori
password: **u123456**

From: donotreply@uogsvc.edu

Date: 2/3/2011 3:21:56 PM

To: egalvez@uguam.uog.edu

Subject: WebAdvisor response

Your WebAdvisor password has been reset at your request.

*

Next:

1) Return to your web browser and Log In.

This is your new TEMPORARY password: dawn29ann.

*

2) The first time you log in you must define a new password that you will use from then on.

*

*

If you have received this e-mail in error, please contact your system administrator immediately.

- You will receive a message from the WebAdvisor like this.
- Using the temporary password, proceed in logging into WebAdvisor to **reset** your password.

**If you have any
questions or concerns
regarding your WebAdvisor
or e-triton account,
please feel free to
visit our office in the Field House**