

Go to www.glenoaks.edu/the-viking-zone

1

WebAdvisor

Follow the link to WebAdvisor to access the Registration, Academic Profile, Student Payment Information, Document Status, Financial Aid, and Academic Planning areas.



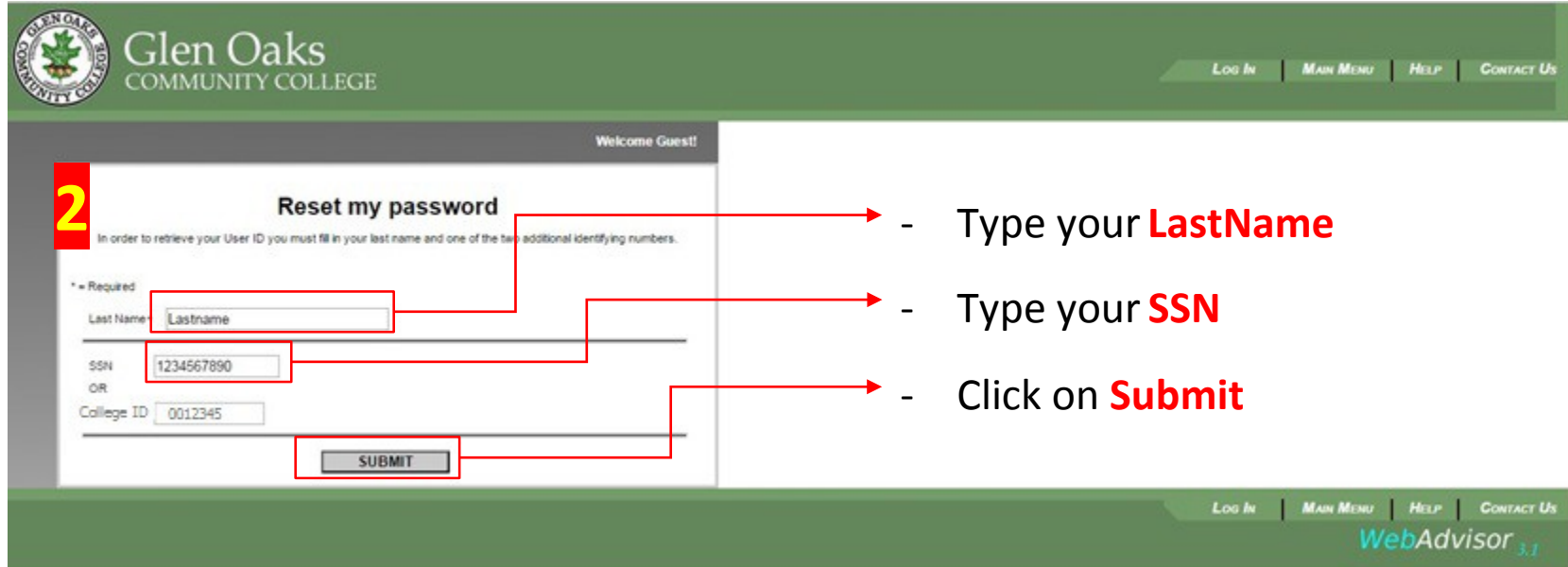
Password Reset Area

Although resetting your password must be done through WebAdvisor, locating the area can be difficult if your not familiar with using WebAdvisor outside of the Go-Zone. Because of this, we have provided a direct link to the Password Reset area within WebAdvisor.

Password Reset Instructions

Step-by-step instructions on how to change your password. (This password change will affect your viking.glenoaks.edu, Canvas, and WebAdvisor password)

-Click on **Password Reset Area**



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Reset my password

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

College ID:

- Type your **LastName**
- Type your **SSN**
- Click on **Submit**

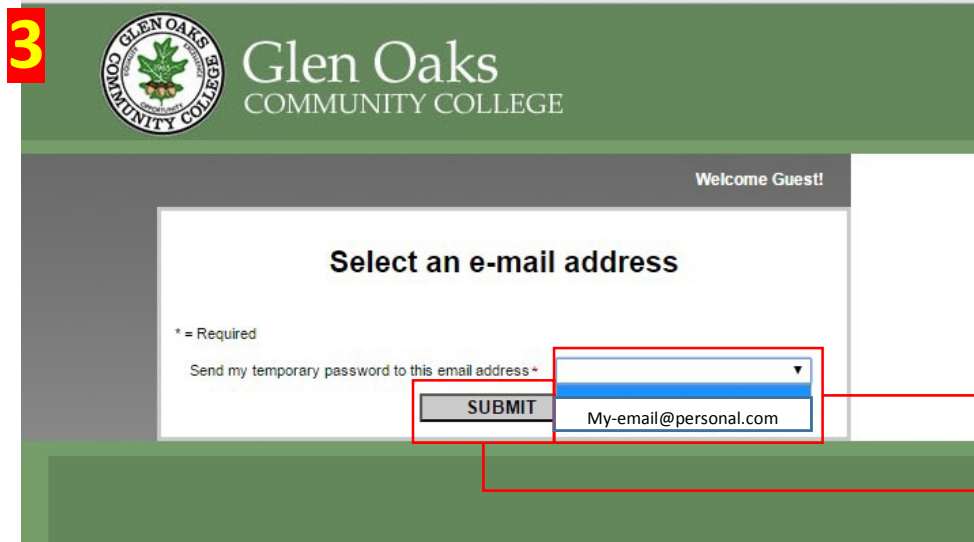


Error

You have no e-mail on record, contact your system administrator

If you get this error please contact Student Services and ask them to check for a personal email, otherwise continue with step 3.

3

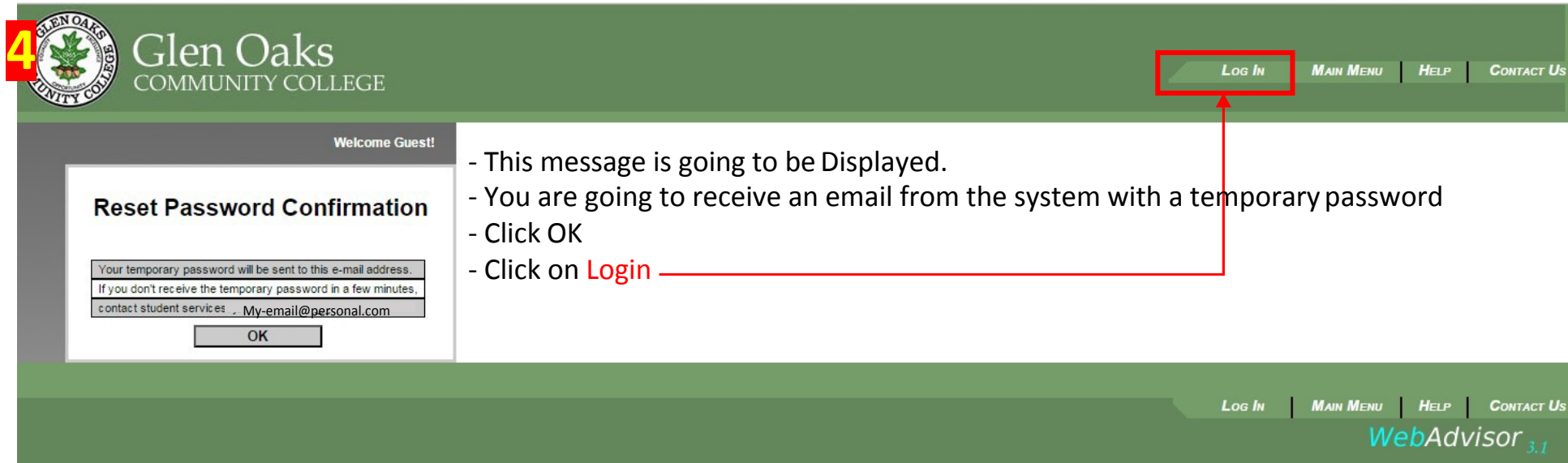


- Click on the Dropdown menu and select your **email**

If you would like to change the email account please contact Student Services

- Click on **Submit**

4



- This message is going to be Displayed.

- You are going to receive an email from the system with a temporary password

- Click OK

- Click on **Login**

- Go to the email you chose and look for the email from WebAdvisor

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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: **fp6\$-46f**

*

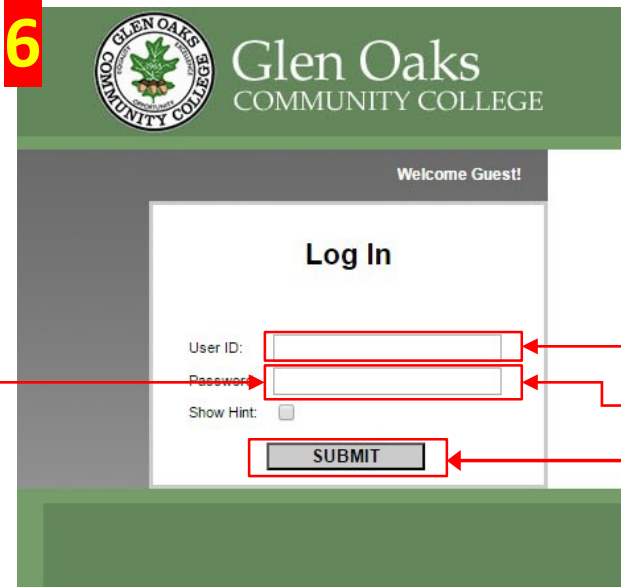
2) The first time you log in you must define a new password that you will use from then on.

*

*

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

6



- Type your User name

- Type the temporary password.
Do not type the last dot.
Example: **fp6\$-46f**

- Click on Submit



Welcome Guest!

Change Password

Please enter a password that has:

- 8 or more characters
- at least one upper case letter
- at least one lower case letter
- at least one number
- at least one special character
 - Special Characters: ! " # \$ % ' () * + , . / [] ^ `

* = Required

User ID:*

Old Password:*

New Password:*

Confirm Password:*

My password hint:

SUBMIT

- Type your Username

- Temporary Password
received from WebAdvisor

- New Password

- Retype New Password

You can now login to Canvas, WebAdvisor, and your
Viking email accounts using your new password!