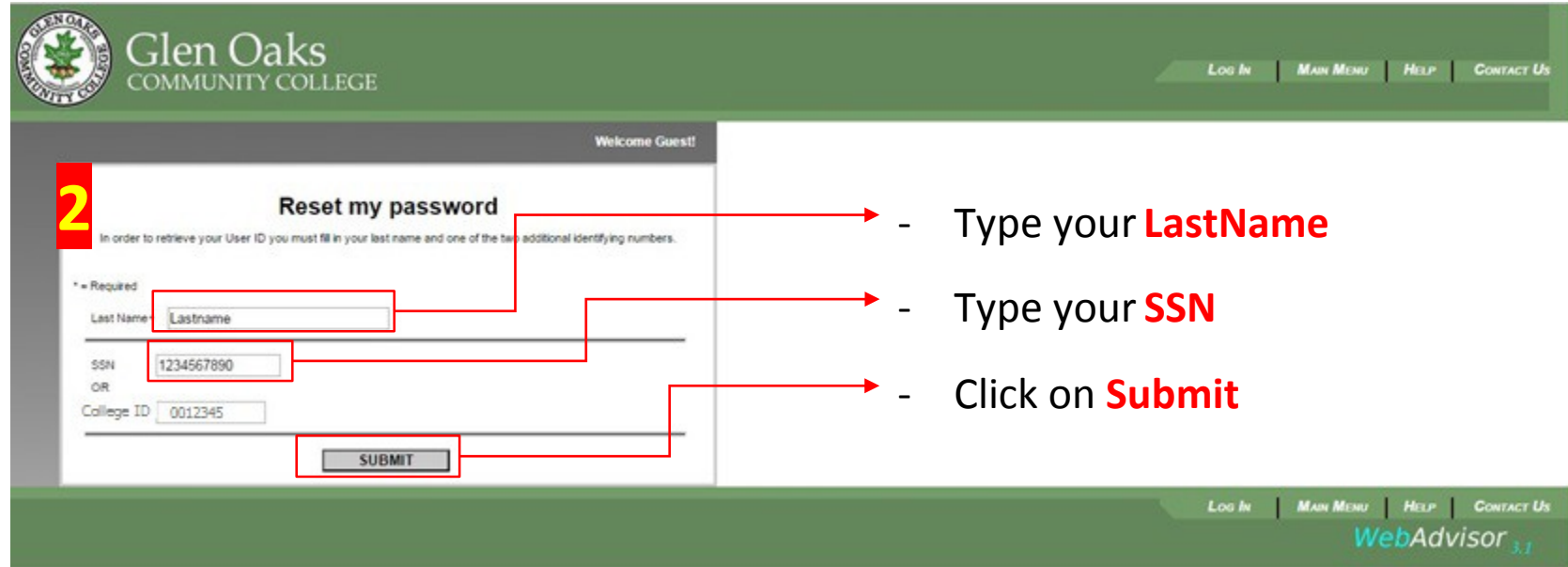


Go to www.glenoaks.edu/the-viking-zone

- 1 -Click on **Password Reset Area**
--> **Password Reset Tool**



Welcome Guest!

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:

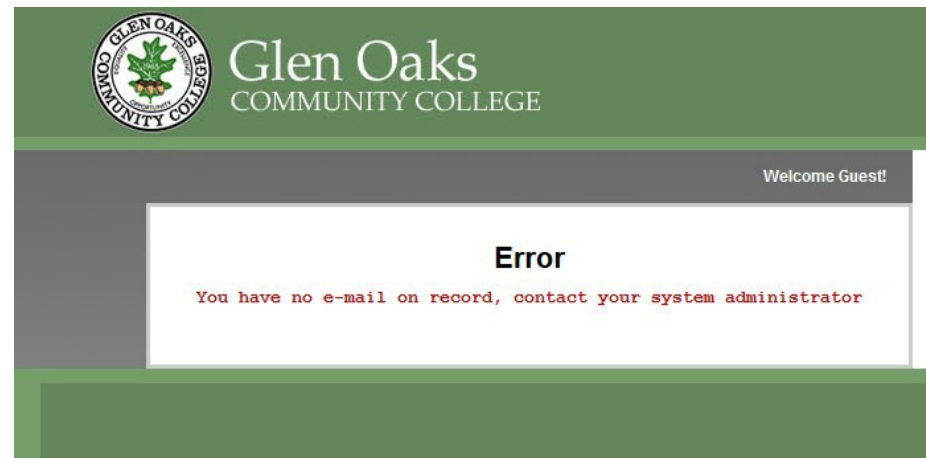
OR

College ID:

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

LOG IN | MAIN MENU | HELP | CONTACT US

WebAdvisor 3.1



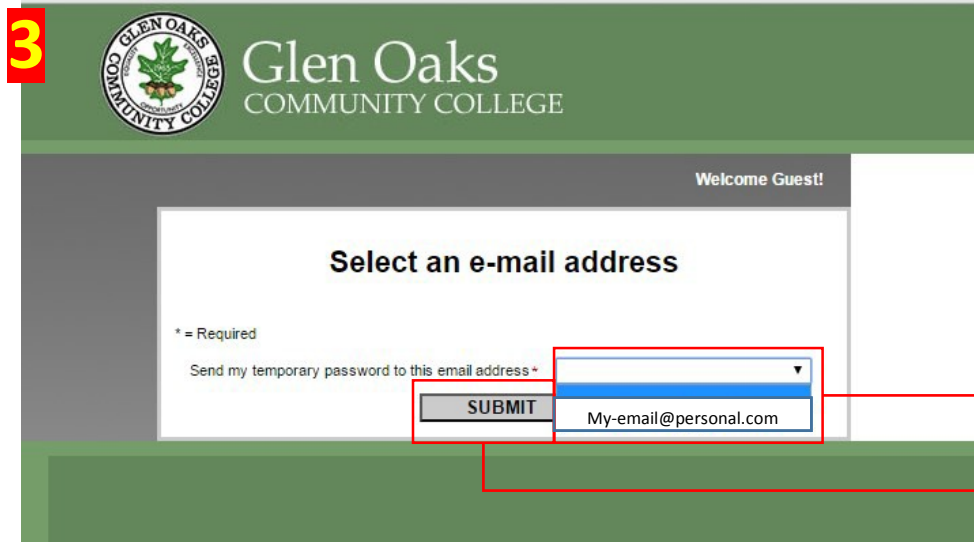
Welcome Guest!

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

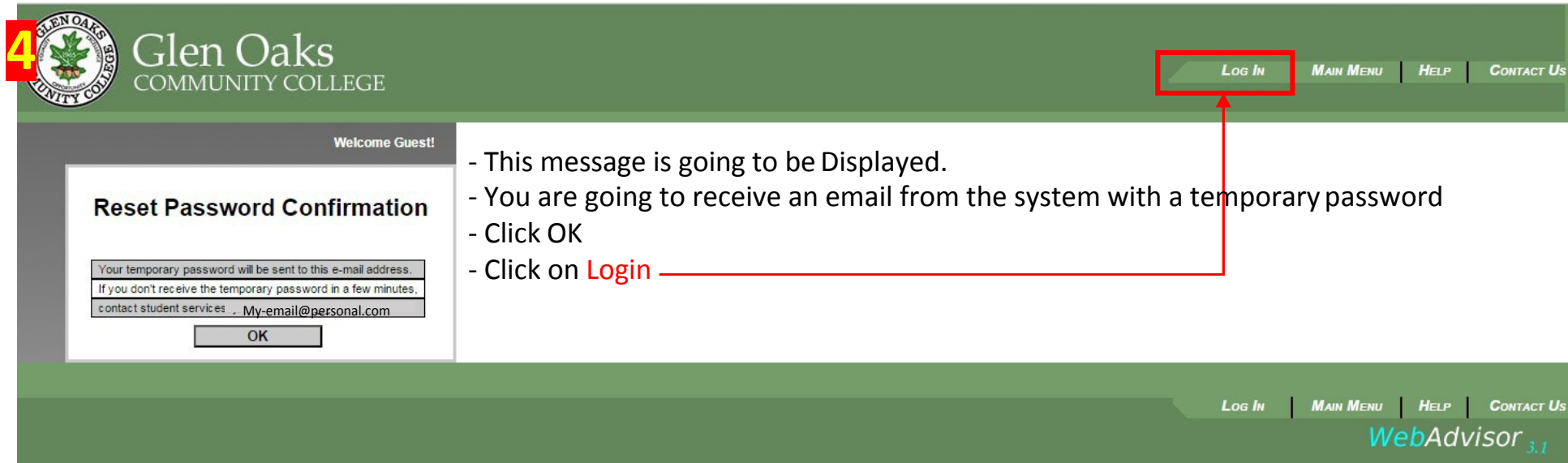


- Click on the Dropdown menu and select your **email**

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

5

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**

*

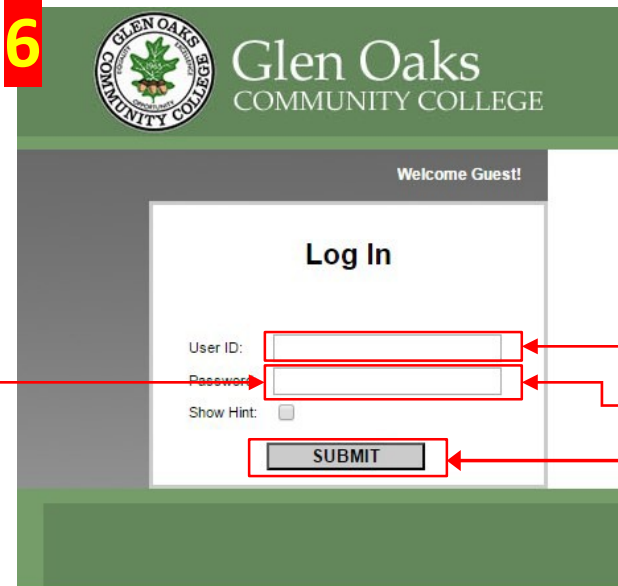
2) The first time you log in you must define a new password that you will use from then on.

*

*

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!