

## **Student Instructions for Logging into Student Self-Service for the First Time**

If you have already logged into WebAdvisor, use your WebAdvisor username and password to log into [Student Self-Service](#), but if you have never logged into WebAdvisor, please follow the instructions below:

We have created an account for you to begin accessing WebAdvisor. This will allow you to view registration and other important student information. You will need your Colleague ID number or your Social Security number to log in to Web Advisor for the first time.

To get started please click on this link:

<https://dtwa.cooper.edu/WebAdvisor/WebAdvisor>

You'll need the following information to begin.

First click on lower right hand side of the page "I'm New to Web Advisor"

You'll be prompted to read a screen with steps for those new to Web Advisor. Please read and then click ok.

You will next be taken to a "What's my User ID?" page. Enter your last name, and your Colleague ID#. Click the Submit button.

You will then be taken to a "Select an e-mail address" page. Your "User ID" login name will be displayed in small print to the right and slightly above the "Here's your User ID" message.

Further to the right, you will see a blank "drop-down" box, with a down-arrow on its right edge. Clicking on the down-arrow should display your e-mail address. When your e-mail address appears in the drop-box, click the Submit button, and your initial temporary password will be sent to that address. You do not need to put your User ID in the empty box on the left of the page.

At this point, you may retrieve your temporary password from your e-mail account and log in, by surfing back to the main WebAdvisor interface page, clicking the "Log In" tab, and entering your User ID and your temporary password.

### **BEFORE PROCEEDING PLEASE READ THE FOLLOWING CAREFULLY**

You will immediately be asked to create a new password.

When entering a new WebAdvisor password, it must conform to the following complexity rules:

- 1) Password **\*must\*** contain at least one upper-case letter.
- 2) Password **\*must\*** contain at least one lower-case letter.

- 3) Password **\*must\*** contain at least one numeral.
- 4) Password **\*must\*** contain at least one "special character" (from above the numbers).  
The following special characters are **\*not\*** allowed:  
';' '\ ' '?' ':' '@' '&' '=' '<' and '>'
- 5) Password **\*must\*** be at least 8 characters long.

Please follow the above five rules line by line otherwise the password creation process will not work.

If you are having difficulty logging into Web Advisor please see the [Web Advisor Login FAQ](#).

Finally, after logging in then click on the "Student" bar and you will be brought to the WebAdvisor for Student Menu.

The rest is fairly self-guided.

Keep in mind not all links are functioning yet as Cooper Union is implementing this new system over the next couple of years.

As more functionality is added we'll send you a periodic email.

We hope that you find the new system user friendly and easy to navigate.

Thank you,

The Office of Admissions and Records and Registrar