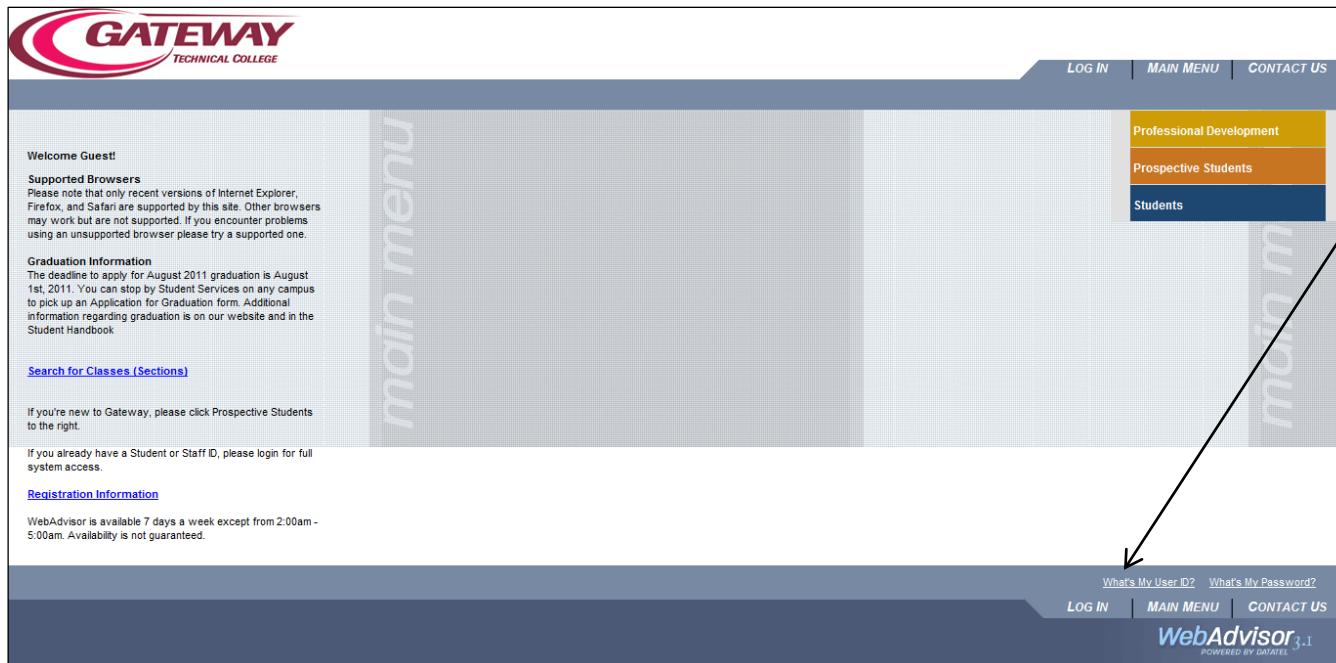


A guide to using WebAdvisor – How to Retrieve User ID/Password



Go to **gtc.edu** and click the WebAdvisor button at the top of the page.



To retrieve User ID
Click **“What’s My User ID”**

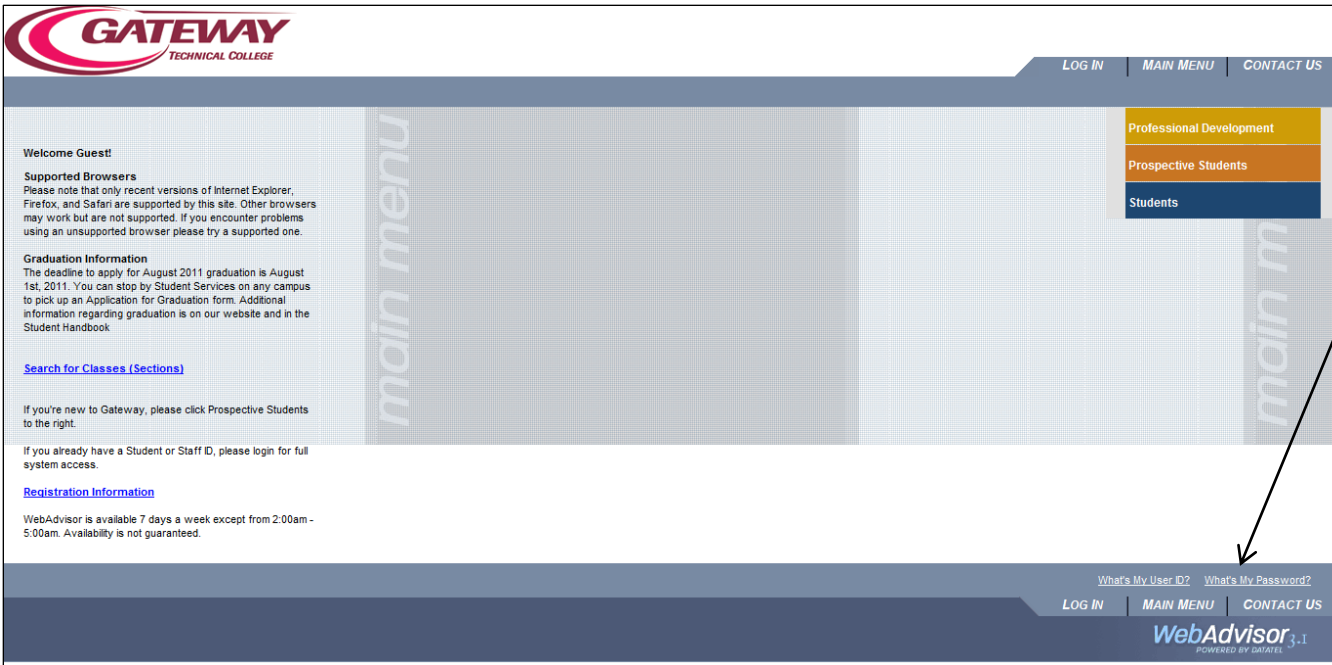
The screenshot shows the Gateway Technical College WebAdvisor interface. At the top left is the Gateway logo. A navigation bar contains links for LOG IN, MAIN MENU, HELP, and CONTACT US. Below the navigation bar, a 'Welcome Guest!' message is displayed. The main content area is titled 'What's my User ID?' and includes the instruction: 'In order to retrieve your User ID you must fill in your last name and both of the two additional identifying numbers'. A legend indicates that an asterisk (*) denotes a required field. The form contains three input fields: 'Last Name*', 'SSN (format: 999-99-9999)*', and 'Birth date (format: mm/dd/yyyy)*'. A 'SUBMIT' button is located below the input fields. At the bottom right of the form area, there is a link for 'What's My Password?'. The footer of the page includes the WebAdvisor 3.1 logo, 'POWERED BY DATATEL', and the same navigation links as the top bar.

Enter required items (Last Name, SSN w/ dashes, and Birth Date)

Click **Submit**

The screenshot shows the Gateway Technical College WebAdvisor interface after a successful user ID retrieval. The top navigation bar and Gateway logo are identical to the previous screenshot. The main content area is titled 'Here's Your User ID' and displays 'User ID: 123456789'. An 'OK' button is positioned below the user ID. A link for 'What's My Password?' is visible at the bottom right of the form area. The footer of the page, including the WebAdvisor 3.1 logo and navigation links, remains the same as in the previous screenshot.

User ID number will display



To retrieve password
Click **“What’s My Password”**

Complete Section 1 (required)

There are **three ways to retrieve** your password (select one option):

Check box in Section 2 if password should be sent via **US mail**

Enter email in Section 3 (must match email Gateway has on file in Colleague) to have password **immediately emailed**

Answer security question (previously set up) in Section 4 to have password **immediately displayed** on screen

Click **Submit**