**ACCESSING WEBADVISOR**

PLEASE NOTE: Students will need to have access to WebMail first in order to log into Web Advisor.

To access WebAdvisor, students must visit [http://webadvisor.bloomfield.edu](http://webadvisor.bloomfield.edu). Click “I'm New To WebAdvisor” in the bottom right hand corner of the screen.

After clicking OK on the “I'm New to Web Advisor” screen, the system will ask to enter your Last Name and either your Social Security Number or Bloomfield ID number. Enter the required information into the fields and click Submit.

The next screen will display your username to the left and in a drop down menu that will allow a temporary password to be sent the College’s Webmail on the right. **It is highly recommended that the Bloomfield College email address is used and not a personal email address.**
A temporary password will be sent to the email you selected. To gain access to the password, Open a New Tab and then click OK.

Now, follow the steps to login to Webmail.

To access the campus email, students must visit http://gmail.com

After signing into WebMail, a new email from WAAadmin will appear in your inbox with the temporary password to log into WebAdvisor.
The temporary password will be a series of letters and numbers with a period at the end and **MUST** be entered exactly as displayed.

Therefore, Copy this temporary password but **DO NOT** copy the period at the end or the space before.

Next, go back to WebAdvisor, and on the top right hand corner, click “Login”. Enter the username the system gave you in the **User ID** field, Paste the temporary password into the **Password** field and Click **Submit**.

Finally, the system will prompt a password change. Enter the same username under **User ID** and paste the temporary password into the **Old Password** field. Then, Create a password that you can remember and type into the **New Password** and **Confirm Password** fields. Click **Submit**.

- Passwords are case sensitive
- Must be between 6 to 9 characters
- Must include both letters and numbers
- Can not use previous password(s)
- Can not use part(s) of your username