WebAdvisor Guide

Go to- [http://www.johnstoncc.edu/](http://www.johnstoncc.edu/) or [http://webadvisor.johnstoncc.edu/](http://webadvisor.johnstoncc.edu/)

**NOTE:** If you want to search the schedule for classes, you do not need a User ID or password. You can click on Prospective Students or Current Students and then click Search for Sections.

1. Click on LOG IN if you already have your username and password. Go to # 4. If you do not have your username and password, continue with step #2 and the directions at the end of the page on how to reset your password.

2. Click on Account Information to log into your account.
3. **Click on What is my User ID?**
4. Enter your Last Name and your Colleague ID.

4. Click on Current Students to access your WebAdvisor account. Your are logged in when your name appears in the box where NAME is located. Click on Current Students to register.
5. **Click on Register for Sections.**

6. **Locate Search and Register for Sections.**
7. **On the Search/Register for Sections Page, select your registration term. Next select a subject from the drop down box and click Submit.**

8. **A list of courses based on your subject selection will be returned.**
9. From the list of sections, you can begin the registration process. Sections with the status of OPEN are available for registration. You need to click on Select beside the course and click Submit.

10. Sections with the status of CLOSED are NOT available for registration. You need to click WL-Waitlist under action. You will be notified by email IF the course becomes available. You will only have 24 hours after the email notification has been sent to register for the course. Once notified, go to Manage My Waitlist and select RG-Register to enroll in the course or RM-Remove to delete the course from your list.
11. **In the Action block beside the course(s) for which you want to register, use the drop-down arrow to select RG-Register. If no longer need to register for that course click on Remove from List. When finished, you need to click **SUBMIT**.**

12. **To confirm your registration, go to Students Menu and under Academic Profile, click on My class schedule.**
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13. **Next at the drop down box select the correct term and click SUBMIT.**

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15. **If you need to drop a course, go to Students Menu and select Register and Drop Sections.**
16. **You need to click on Select beside the course you want to drop and click Submit.**
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17. After you click SUBMIT, the class will be removed from your schedule.
**If you have forgotten your User ID go to WebAdvisor and click on Account Information to retrieve your User ID. To reset your password, click on Reset My Password and complete the following requests:**

**STEP 1: Set or Reset Password**

User Name: [ ]  

JCC Student(Colleague) ID: [ ]

**STEP 2: Validate Your Request**

In order to set or reset your password you must fill in all the fields below. Be careful when entering this information because it must match your JCC record exactly.

Birth Date: [ ]  

Preferred Address Zip Code: [ ]
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**STEP 3: Enter New Password**

Please choose a new password, it must be at least 8 characters in length and include both letters and numbers.

The past 4 passwords are remembered; therefore, the new password cannot match any of the prior passwords. The password MUST contain characters from EACH of the following categories:

- English uppercase characters (A - Z)
- English lowercase characters (a - z)
- Base 10 digits (0 - 9)

The password can NOT contain 3 or more characters from the user's account name.

New Password: 
Confirm Password: 
Security Question: What is your Mother's Maiden Name

**STEP 4:** Log into WebAdvisor with your new password.