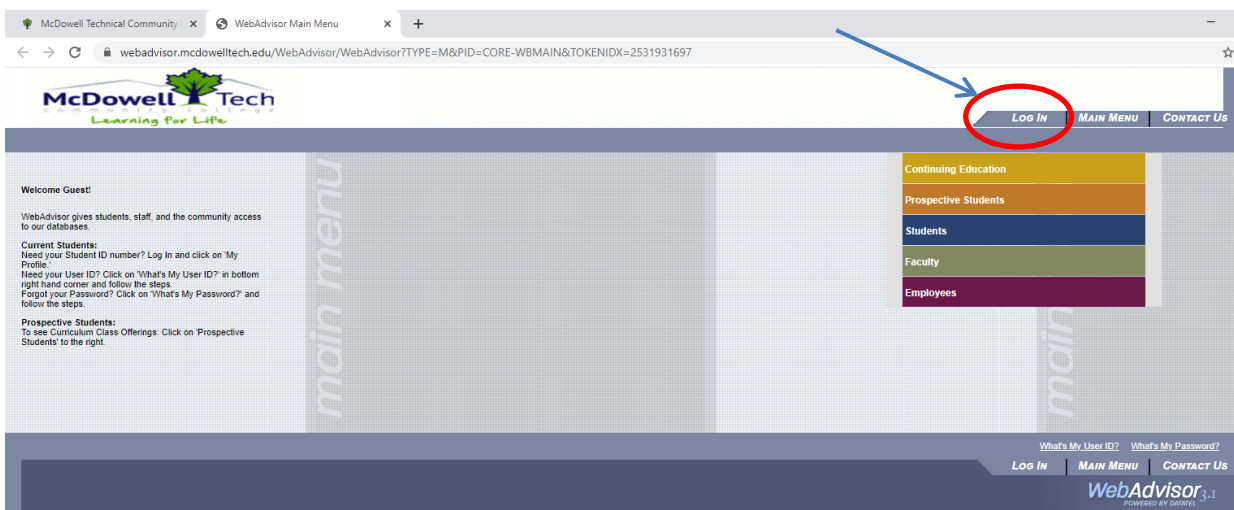


Introduction to WebAdvisor McDowell Technical Community College

- 1) Open your browser (Google Chrome Recommended)
- 2) Go to McDowell Tech's website- www.mcdowelltech.edu
- 3) Click on the "WA" circle icon at top right hand corner

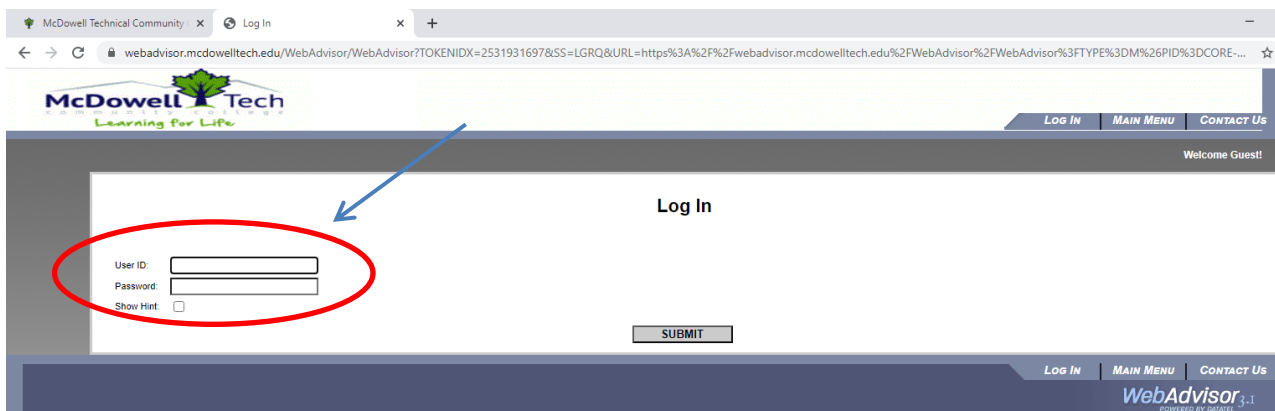


- 4) Click on Log In



- 5) Logging in for the First Time

- a) Enter User ID & Password
Username and initial password can be found on your Acceptance Letter
User ID: first initial, middle initial, last name, last two digits of student ID
Password: 0 + 7 digit student ID #
- b) Submit



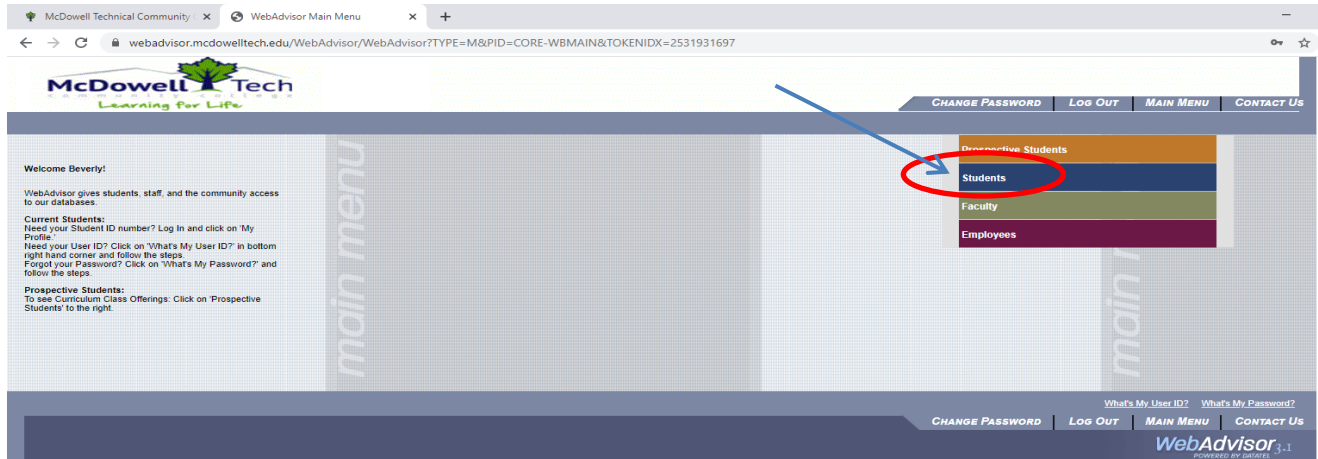
c) Once you have successfully logged in, you will be prompted to change your password to make it your unique password.

Your new password must be 6 to 9 characters in length and include both letters and numbers

* = Required

User ID:*	<input type="text"/>	←	Enter User ID
Old Password:*	<input type="text"/>	←	Enter Old Password (0 + 7 Digit Student ID)
New Password:*	<input type="text"/>	←	Enter a New Password (6 to 9 digits/letters & numbers required)
Confirm Password:*	<input type="text"/>	←	Confirm the new password
My password hint:	<input type="text"/>	←	Key in a password hint

6) Click on Students



CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Financial Information

- [Account Summary](#)
- [Account Summary by Term](#)
- [1098 Electronic Consent](#)
- [View My 1098-T Forms](#)
- [Create/Manage Payment Plan](#)

Account Summary – break down of charges

Account Summary by Term – tuition owed (Financial Aid Payments will show 10 days prior to term start)
– pay on My Account (bottom right hand) to pay in full with debit/credit card

1098 Electronic Consent – one time consent to receive your 1098 tax form online instead of by mail

View My 1098-T Forms- you can only view if consented to receive online

Create/Manage Payment Plan – to pay using the payment plan option

Financial Aid

[Financial aid status by year](#)
[Financial aid status by term](#)
[Financial aid award letter](#)

Financial aid status by year – view FA (Financial Aid) by year

Financial Aid status by term – view FA by semester

Financial Aid award letter – if the letter is available in this area than your financial aid is approved. If your Financial Aid has changed after the semester, you will receive an email in regards to the change. Check “My Documents” in the “Communication” Menu for missing documentation for FA.

Communication

[My Documents](#)
[E-mail My Advisor\(s\)](#)

My Documents – Documents required for Financial Aid will be listed here. Forms must be submitted to FA Office before you will be approved.

E-mail My Advisor(s) – quick way to email your advisor

Registration

[Search for Sections](#)
[Register for Sections](#)
[Register and Drop Sections](#)

Search for Section – to look at all courses available (must select at least 2 options)

Register by Sections – to register for classes. (do not use the Express Registration option)

Register and Drop Sections – takes you to the last page of the registration process to drop classes

To register, make an appointment with your Onboarding Advisor

Academic Profile

[Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Program Evaluation](#)
[My class schedule](#)
[My profile](#)

Grades – to see end of semester grades (grades are not mailed)

Grade Point Average by Term – to see your GPA per term

Transcript – view your unofficial transcript

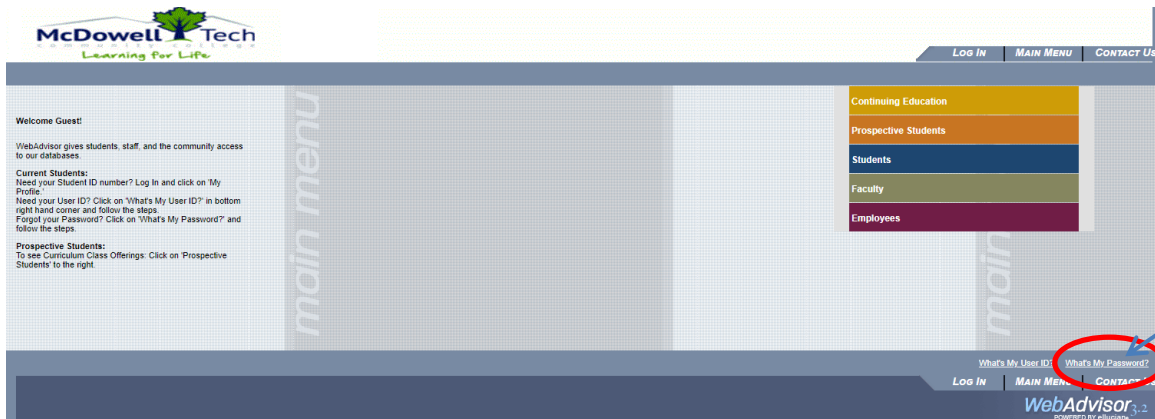
Program Evaluation – to look at your active program and see what is still needed to graduate

My class schedule – to review your current class schedule

My Profile – to view your personal information, current program of study and your advisor name (To update profile information contact Student Services at 828-659-0444 or 828-652-0622).

Forgot your Password?

- 1) Click on **“What’s My Password?”** in the bottom right hand corner of the WebAdvisor Main Menu



- 2) Click reset password

I might remember: [Show my password hint](#)
I don't remember: [Reset my password](#) ←
I'm new to WebAdvisor: [Set up my password](#)

- 3) Enter last name and SSN # or 7 digit Student ID
- 4) Submit

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

Student ID

- 5) Choose the email where you would like your temporary password sent
- 6) Retrieve your password from the email account (**Copy & Paste recommended**)
- 7) Log in using your User ID, Temporary Password
 - The next screen will say “Expired Password,” you must create a new password
 - Enter User ID and temporary password from email
 - Create your new unique password (6 to 9 digits/letters & numbers required)
 - Confirm your new password
 - Key in a password hint

* = Required

User ID:*

Old Password:*

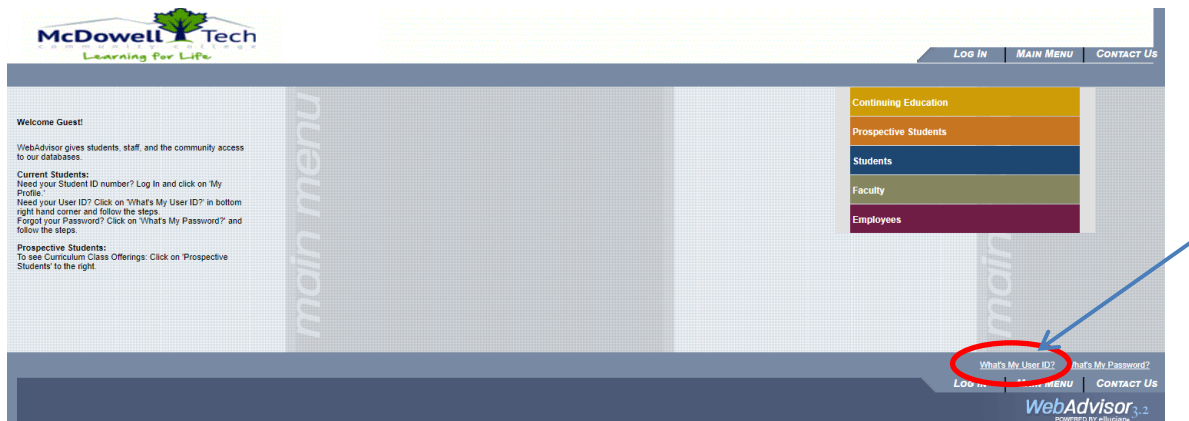
New Password:*

Confirm Password:*

My password hint:

Forgot your User ID?

- 1) From the Main Menu in the bottom right hand corner click on **“What’s My User ID?”**



- 2) Enter last name and SSN# or 7 digit Student ID
- 3) Submit



Questions

Business Office- Payment/Billing: 828-652-0696

Distance Learning Office- Gmail & Open LMS: 828-652-0651

Financial Aid Office – 828-652-0624 or 828-652-0602

Registrar’s Office-WebAdvisor, Grades, GPA, Transcript: 828-652-0629

Registration & Program Evaluation Questions: Contact your Onboarding Advisor/Program Advisor

Student Services- Update Major, Address, Phone No.: 828-659-0444 or 828-652-0622