Advisors/Faculty Instructions for Logging Into Web Advisor For The First Time
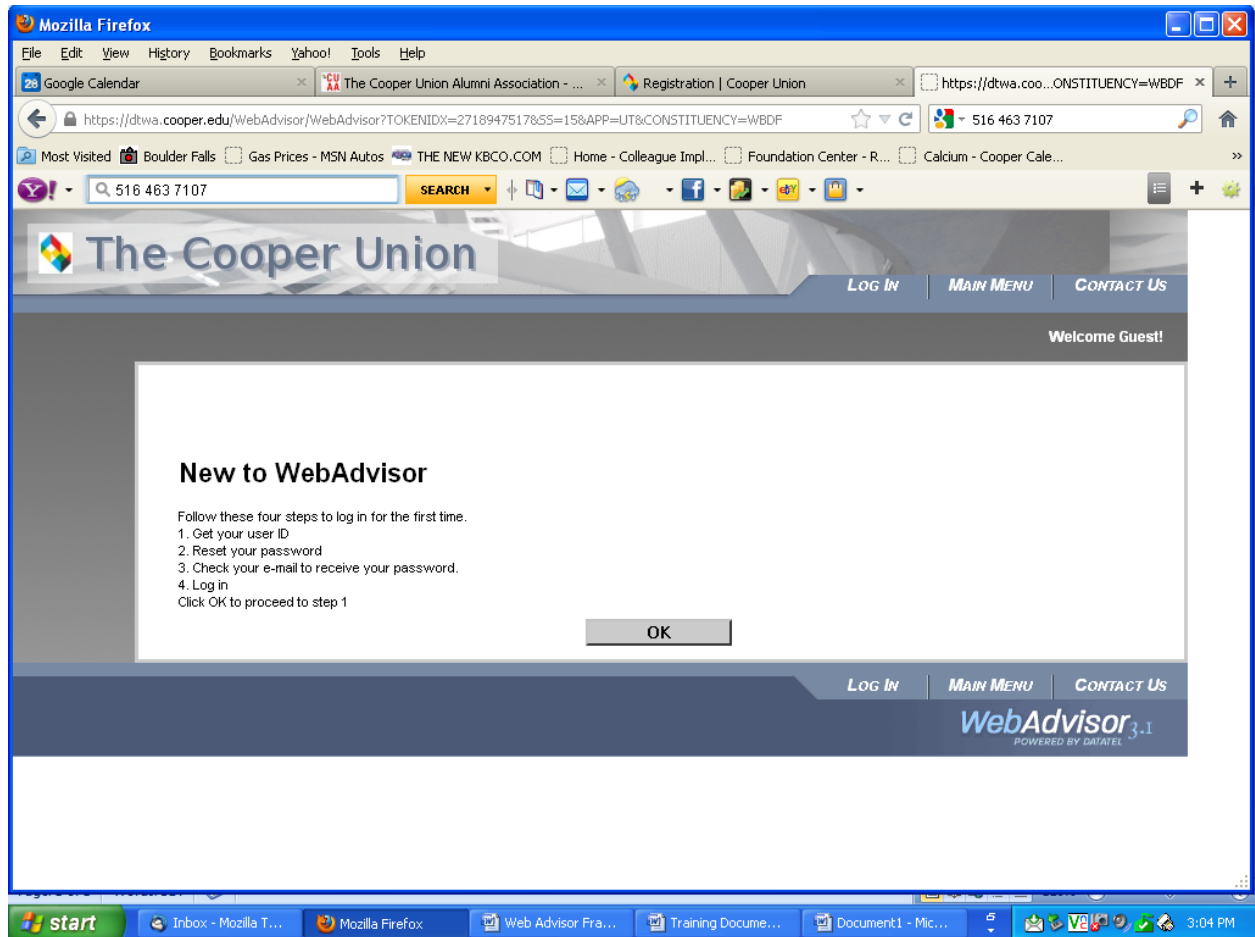
We have created an account for you to begin accessing Web Advisor. This will allow advisors to view and approve student registration requests and permit faculty to view class rosters and enter final grades.

You can use either your Colleague ID or Social Security Number to log in properly for the first time.

Step One: Click on the link below to log into Web Advisor (before clicking keep this window open for referencing the instructions below).
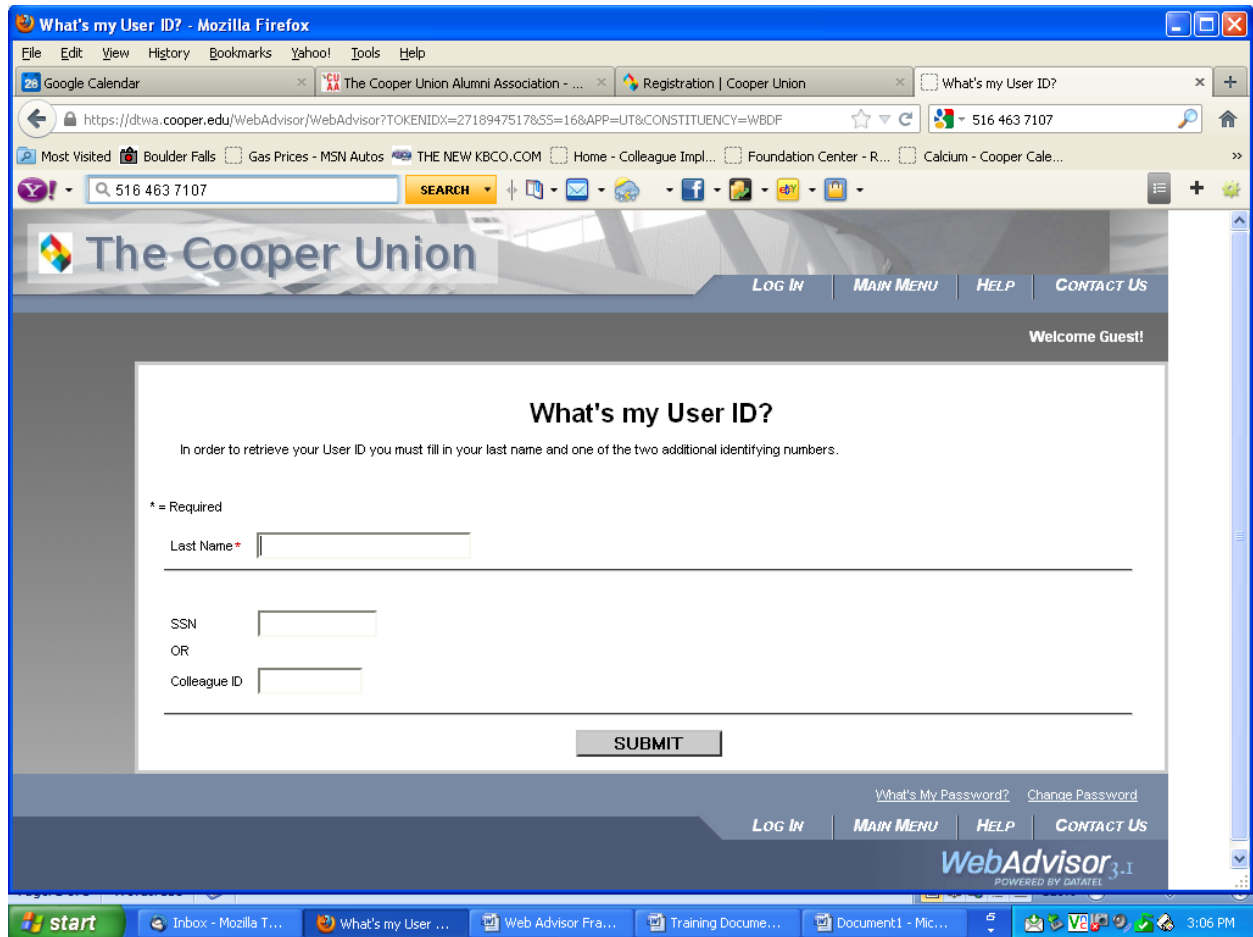
dtwa.cooper.edu

Step Two: Near the lower right hand corner of the page, click on "I'm New to Web Advisor" and you will see the following:

Read the information on this screen, then click "ok".
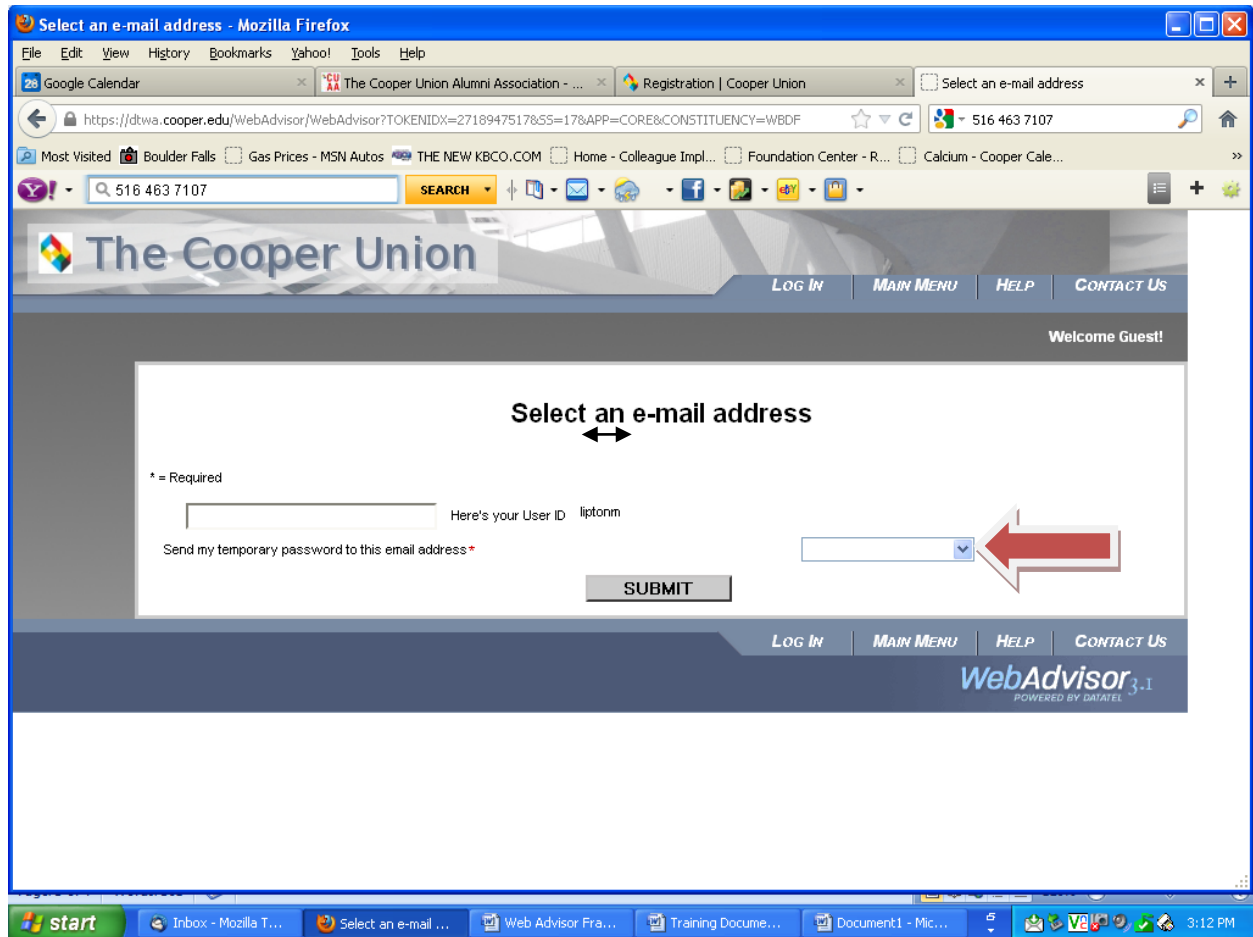
Next you will see:

Follow the step by step directions carefully, to retrieve your User ID.   For future reference it's typically (all lower caps) your last name_first initial of first name. So Peter Cooper's log in would be cooper_p

If your last name followed by the _ and first initial is LESS than seven characters e.g. sam_r, you'll need to add capital X's after the r until you have seven characters, in this case sam_rXX

On this screen above you'll need to enter your Last Name and either the Social Security Number or Colleague ID Number. Then click "submit".

Next you'll see:

You will be instructed to choose an email address for your temporary password to be delivered. You **must** use the drop down menu on the right side of the page for this purpose. Note: there will only be a Cooper Union email address to choose from and you **must** use this address to receive your temporary password. Do not enter an email address in the blank box. Only use the drop down window (see the red arrow above).

After retrieving your temporary password go back to the Web Advisor home page and log in using your User ID and temporary password. Again your User ID is typically (all lower caps) your last name_first initial of first name.

The permanent password must be created using the instructions that were provided in your email.

For your reference, I've listed the information regarding the creation of a permanent password below:

A valid password **must** conform to the following complexity rules:
 a) It must contain at least one upper-case character.
 b) It must contain at least one lower-case character.
 c) It must contain at least one numeral.
 d) It must contain at least one special character.
 e) It must be at least eight characters long.

THE FOLLOWING SPECIAL CHARACTERS ARE **NOT** ALLOWED:

  ';' '\' '?' ':' '@' '&' '=' '<' '>'

You can now log into Web Advisor!!!