

As many of you know, last fall we changed the User ID's and Passwords for students, faculty, and staff. Although most of the students know their identification numbers, there may be returning students that still try to use the old log-in, or brand new college students that are trying to get the hang of things. So here are the User ID and Password protocols for each program.

## **STUDENTS:**

### **Webadvisor-**

User ID: First initial of their first name, first initial of their last name, and their 7 digit student ID number. ALL LOWER CASE AND NO SPACES (ex: John Doe would be jd1234567)

Passwords: All students signing into Webadvisor for the first time will put in their 6 digit date of birth as the password, but it will prompt them to change it immediately.

**\*The new password they choose must be between 6-9 characters and must contain BOTH letters and numbers\***

**\*The blank for Old Password is their 6 digit date of birth\***

**\*Changing your password in WebAdvisor DOES NOT affect email or Blackboard password\***

### **Blackboard-**

User ID: First initial of their first name, first initial of their last name, and their 7 digit student ID number. ALL LOWER CASE AND NO SPACES (ex: John Doe would be jd1234567)

Password: ALWAYS their 6 digit date of birth

**\*Note that if their date of birth is incorrect on their student record, it will also be incorrect in Blackboard\***

### **Email-**

User ID: First initial of their first name, first initial of their last name, and their 7 digit student ID number followed by @students.mclennan.edu. ALL LOWER CASE AND NO SPACES (ex: John Doe would be [jd1234567@students.mclennan.edu](mailto:jd1234567@students.mclennan.edu))

Password: ALWAYS their 6 digit date of birth

## **FACULTY/STAFF:**

### **Webadvisor-**

User ID: First initial of their first name, first initial of their last name, and their 7 digit student ID number. ALL LOWER CASE AND NO SPACES (ex: John Doe would be jd1234567)

Passwords: For any new faculty, you will want to first put in your 6 digit date of birth and it will then prompt you to change it.

**\*The new password you choose must be between 6-9 characters and must contain BOTH letters and numbers\***

**\*Changing your password in WebAdvisor DOES NOT affect email or Blackboard password**

**Blackboard-**

User ID: The first initial of your first name and your complete last name (ex: John Doe would be jdoe)

Password: Same as your email password (8 digit random code assigned by Information Systems)

**Email-**

User ID: The first initial of your first name, and your complete last name without spaces followed by @mclennan.edu

(ex: John Doe would be [jdoe@mclennan.edu](mailto:jdoe@mclennan.edu))

Password: The 8 digit random code given to each faculty member individually. (If you forget your password, call Information Systems and Services and we will gladly look it up)

We hope this will help with any questions regarding User ID's and Passwords. Please contact Information Systems and Services if any other questions may arise.

**Information Systems and Services**

[helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu)

254-299-8077

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