Basic Login Instructions and Using WebAdvisor for Registration

Go to the following link:  https://webadvisor.piedmontcc.edu

1. If you do not have a user name and password or if you have forgotten you login, you must first select I’m New to WebAdvisor at the bottom of the main page. If you already have a user name and password, proceed to step 7.

2. Enter your last name and EITHER your SS# or your ID number. Submit. You will be given a user name—your first initial, middle initial, last name and last 2 numbers of your ID number.

3. Select the email address you’d where your temporary password can be sent.

4. Open your email and look for a message from Datatel which will give you your temporary password.

5. Go back to the log in page and enter you username and temporary password. You will then need to choose a new password which must be 6-9 characters long and must include at least 1 number.

6. After logging in, select the student menu and the option of your choice.

7. For registration, select Search and Register on the Student menu.
8. Enter the term for which you wish to register—2013SP and then select a subject. You may select several subjects. If you know the course number you may enter it or just select submit. Example: ENG—all English courses come up.
9. Select the course for which you wish to register and submit.
10. Select the action—it will be register if you want to register for all the courses on your list.
11. If you only want one, select the action beside the course number—you can only choose the action at the top of the screen or beside the course—not both. You will receive an error message if you do both.
12. You receive the following when you have been registered—The following request(s) have been processed. Select OK and you will be returned to the main screen.
13. If you wish to print your schedule you can My Class Schedule, enter the term and submit. Your schedule will come up on the screen.
14. You can print your schedule by selecting FILE and Print from the menu at the top of your screen.
15. You will receive the above message if you try to register before the start date.
16. You will receive the above message if you have NOT met with your advisor and had your Web hold ended.

17. Be sure to log off when you are finished—especially on a shared computer!