

Parent Access to WebAdvisor

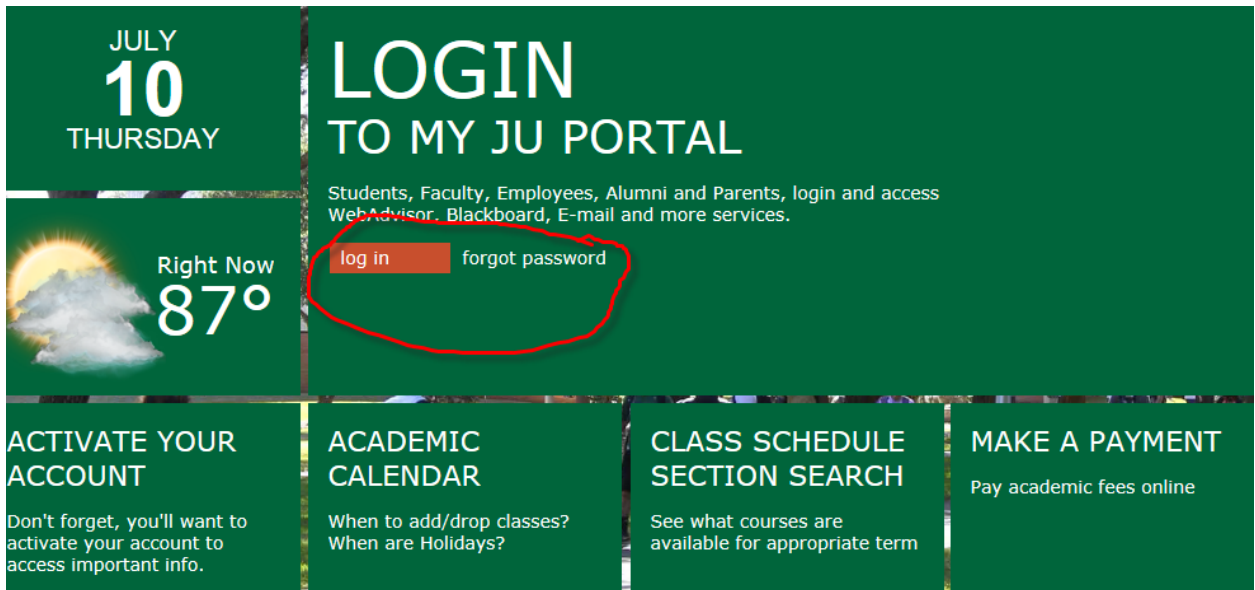
July 2014

Student instructions to grant Parents or others access to view their WebAdvisor Account

1. Student goes to My JU page



2. Student clicks to go to MY JU Portal



3. Student signs-in

Sign In








Type your user name and password.

User name:

Password:

4. On the MY JU Portal page, under Applications, click on WA Parents

Applications

-  **Blackboard**
Grades, Classes, Announcements and more...
-  **Library**
Access the JU Library website
-  **CourseEval**
Online course evaluation
-  **Phin Connect**
Phin Connect is a Career Services Manager
-  **Room & Meal Plan System**
Jacksonville University's Housing Application Portal
-  **Dolphin1Card**
Site that allows you to add funds to your Dolphin1Card
-  **WA Parents**
Grant Parents Access to Web Advisor

5. Click Add User and complete requested information

Activate JU Account

Passwords: must be at least 8 characters long, contain at least one uppercase letter, one lowercase letter, one numeric/symbol character and no spaces. Passwords must not contain your first or last name.

First Name:

Last Name:

Username:

Given Password:

New Password:

Confirm New Password:



6. Once the Web Account is created, the parent will activate their account from the MY JU Landing page

JULY
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THURSDAY

LOGIN TO MY JU PORTAL

Students, Faculty, Employees, Alumni and Parents, login and access WebAdvisor, Blackboard, E-mail and more services.

Right Now
89°

[log in](#) [forgot password](#)

ACTIVATE YOUR ACCOUNT
Don't forget, you'll want to activate your account to access important info.

ACADEMIC CALENDAR
When to add/drop classes?
When are Holidays?

CLASS SCHEDULE SECTION SEARCH
See what courses are available for appropriate term

MAKE A PAYMENT
Pay academic fees online

7. Complete requested information and hit submit

Activate JU Account

Passwords: must be at least 8 characters long, contain at least one uppercase letter, one lowercase letter, one numeric/symbol character and no spaces. Passwords must not contain your first or last name.

First Name:

Last Name:

Username:

Given Password:

New Password:

Confirm New Password:

The password selected **MUST**:

- Contain 8 characters *or more*
- Contain characters from 3 of the following 4 character classes:
 1. Alphabetic Lowercase (e.g., a-z)

2. Alphabetic Uppercase (e.g., A-Z)
3. Numeric (i.e. 0-9)
4. Punctuation and other characters (e.g., !@#\$%^&*()_+|~=-\`{}[]:;'<>?,./)

The password **MUST NOT** be:

- A derivative of the username
- Must not contain your First name or Last name
- Cannot contain spaces

8. The student may create multiple accounts, but please only one parent per account.