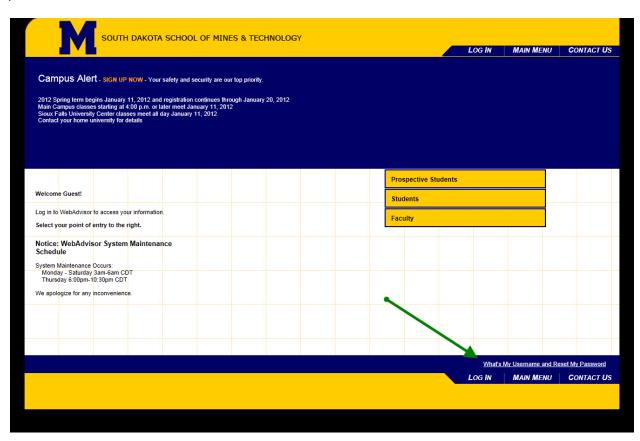# Web Advisor Info Sheet:

Step One: Logging in-

First click on the link to Web Advisor, and then click on what's my Username and Reset My Password. Once you click on this link you will be redirected to a new webpage. In this webpage you will put in your last name and student ID number. You will then be directed to choose an email account for your password to be sent to. Once you check your email there will be a link in it. Click on this link and it will bring you to a screen where you can put in your username and choose what you would like for your password. Just make sure it is between 6 -9 characters and includes both numbers and letters.

Board of Regents Identity System - My BORIS Account

You are not logged in.

Home

What is my...

- ...user name
- ...password
- ...reset password
- ...e-mail

Change my password

Links

- Desire2Learn
- WebAdvisor
- FAQ
- ImageNow
- University Help Desks

Verify email, username, or reset password

This Identity System is used to maintain usernames for Desire2Learn, WebAdvisor & ImageNow.

Please enter your last name and your Colleague ID or BORIS username below and click "Retrieve my information".

Last Name:	eastman
Colleague ID Number -or- BORIS Username:	1234567

Retrieve my information

Board of Regents Identity System - My BORIS Account

You are not logged in.

Home

What is my...

- ...user name
- ...password
- ...reset password
- ...e-mail

Change my password

Links

- Desire2Learn
- WebAdvisor
- FAQ
- ImageNow
- University Help Desks

Verify email, username, or reset password

We have found your BORIS username and email addresses.

You may use any of these email addresses to retrieve your BORIS password.

Choose the email address you want to use for resetting your password, and click the button.

User Name	BORIS Emails
dleastman	Diana.Eastman@usd.edu (PRI)

Send me a temporary password

...y further assistance, please contact your local helpdesk.

This is your username for WebAdvisor

Board of Regents Identity System – My BORIS Account

Home

What is my...

- ...user name
- ...password
- ...reset password
- ...e-mail

Change my password

Links

- Desire2Learn
- WebAdvisor
- FAQ
- ImageNow
- University Help Desks

Password rules

- Passwords must be at least 6 characters long.
- Passwords can not be more than 15 characters long.
- Passwords must contain a number.

Tips

- You will have to log in again after this is completed.

Reset my password

Username:	dleastman

New Password:	••••••••	Strong
Confirm Password:	••••••••	Passwords match

Reset my password   Password is acceptable

Once you have successfully changed your password you can go back to the WebAdvisor homepage and login. Once you have done this click on the students tab. From here you can look at your class schedule and also change your schedule if you would like.
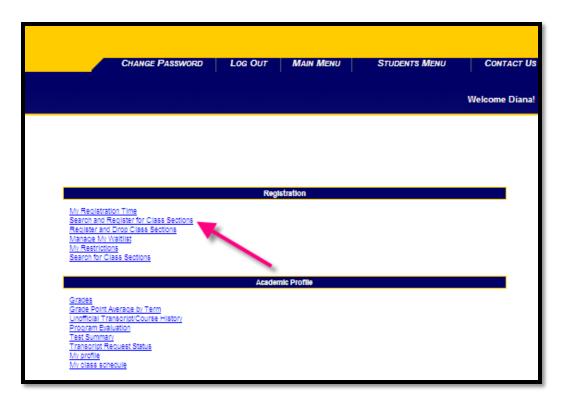
Step Two: Changing Schedule
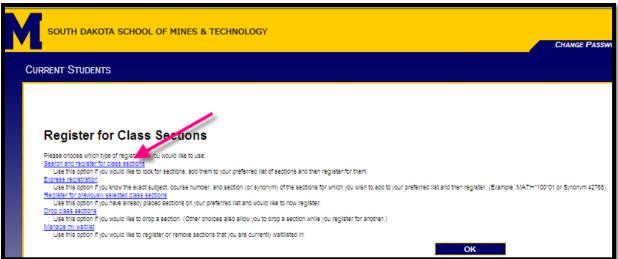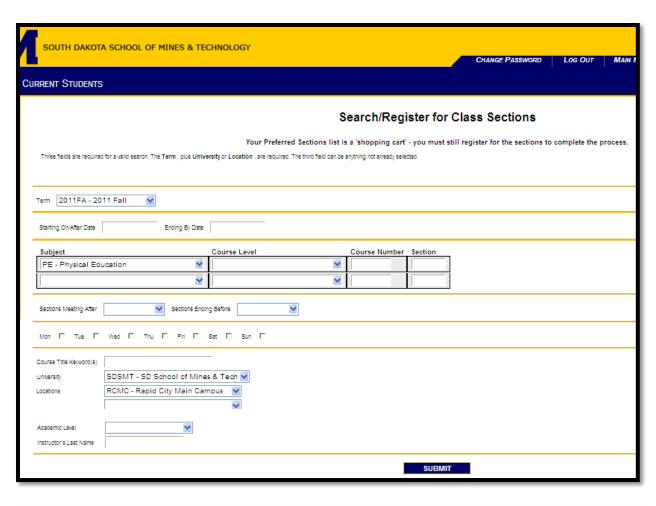
Once you are on the students menu you will want to choose search and register for class sections. This would be if you are changing from one class to a different class or adding another class to your schedule.

First make sure you know what changes you want to make. Next click on the first option of search and register for class sections. Here you will search for which ever class it is that you want to add or change. For example, if you wanted to change your PE class you could follow these steps. You would first choose the term, then the subject; choose your university and finally the location. This will pull up all the PE courses offered for fall 2011 at SDSMT at the Rapid City Main Campus.

Welcome Diana!

Registration

My Registration Time
Search and Register for Class Sections
Register and Drop Class Sections
Manage My Waitlist
My Restrictions
Search for Class Sections

Academic Profile

Grades
Grade Point Average by Term
Unofficial Transcript/Course History
Program Evaluation
Test Summary
Transcript Request Status
My profile
My class schedule

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

CHANGE PASSWO

CURRENT STUDENTS

Register for Class Sections

Please choose which type of registration you would like to use:

Search and register for class sections
   Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Express registration
   Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

Register for previously selected class sections
   Use this option if you have already placed sections on your preferred list and would like to now register.

Drop class sections
   Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

Manage my waitlist
   Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

Search/Register for Class Sections

Your Preferred Sections list is a 'shopping cart' - you must still register for the sections to complete the process.

Three fields are required for a valid search. The **Term**, plus **University** or **Location**, are required. The third field can be anything not already selected.

Term	2011FA - 2011 Fall

Starting On/After Date		Ending By Date

Subject	Course Level	Course Number	Section
PE - Physical Education			

Sections Meeting After		Sections Ending Before	

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Course Title Keyword(s)	
University	SDSMT - SD School of Mines & Tech
Locations	RCMC - Rapid City Main Campus
Academic Level	
Instructor's Last Name	

SUBMIT

Section Selection Results

Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search ☐

Re-sort my results TERM Term, Section Name

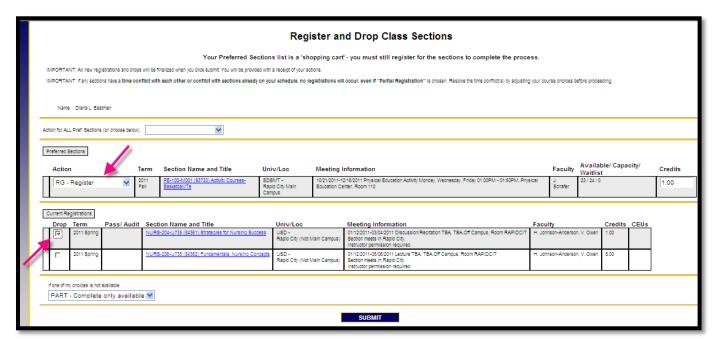| Select	Term	Status	Section Name and Title	Univ/Loc	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
☐	2011 Fall	Open	PE-100-M001 (93733) Activity Courses-Basketball/Te	SDSMT - Rapid City Main Campus	10/21/2011-12/16/2011 Physical Education Activity Monday, Wednesday, Friday 01:00PM - 01:50PM, Physical Education Center, Room 110	J. Schafer	23 / 24 / 0	1.00
☐	2011 Fall	Open	PE-105-M001 (93746) Wellness & Physical Fitness	SDSMT - Rapid City Main Campus	08/29/2011-10/19/2011 Discussion/Recitation Monday, Wednesday, Friday 12:00PM - 12:50PM, Electrical Engr.-physics, Room 251B	B. Felderman	17 / 26 / 0	1.00
☐	2011 Fall	Open	PE-105-M002 (06638) Wellness & Physical Fitness	SDSMT - Rapid City Main Campus	10/21/2011-12/16/2011 Discussion/Recitation Monday, Wednesday, Friday 12:00PM - 12:50PM, Electrical Engr.-physics, Room 251B	B. Felderman	25 / 25 / 0	1.00
☐	2011 Fall	Open	PE-113-M001 (93747) Varsity Sports	SDSMT - Rapid City Main Campus	08/29/2011-12/16/2011	B. Felderman		1.00
☐	2011 Fall	Open	PE-118-M001 (93748) Beginning Swimming	SDSMT - Rapid City Main Campus	10/21/2011-12/16/2011 Physical Education Activity Monday, Wednesday, Friday 11:00AM - 11:50AM, Physical Education Center, Room 135	J. Henry	12 / 15 / 0	1.00

SUBMIT

Once you have the list of classes pulled up you can choose which ever class will work for you and your schedule. Once you have selected your desired course hit submit. The next screen you will choose which class you would like to drop and replace with your new selection. Choose register on the new selection and click on the check mark box next to the class you would like to drop. Once you have done this hit submit. This will drop you from the undesired section and register you for the one you would like.

This will also show you a new schedule with the new class in it. If for whatever reason you are not able to register for the course, such as a time conflict or an uncompleted pre requisite Web Advisor will display an error message on this next screen. Please keep in mind that you are changing your schedule at your own risk.