Parent Access to WebAdvisor
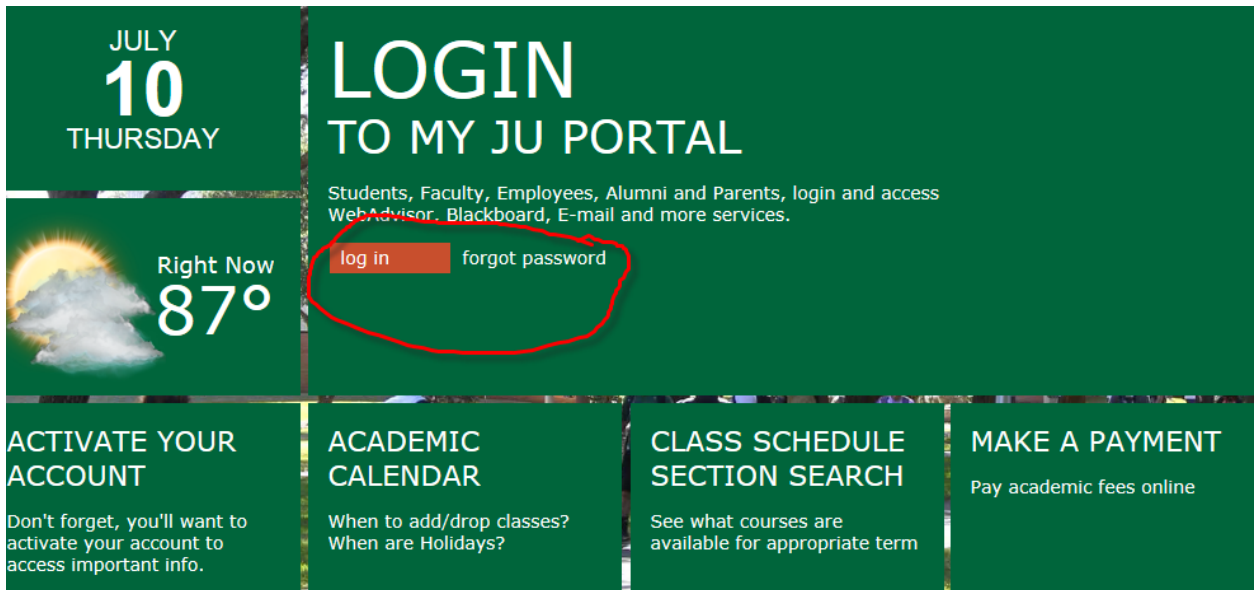
July 2014

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: [   ]

Sign In

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

5. Click Add User and complete requested information

MY JU PORTAL   Employees   Students

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:

Maureen

Last Name:

Barrett

Username:

cbarret-Sister

Given Password:

••••••••••

New Password:

••••••••••

Confirm New Password:

••••••••••

Activate   ⬅

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

7. Complete requested information and hit submit

MY JU PORTAL Employees Students

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:

Maureen

Last Name:

Barrett

Username:

cbarret-Sister

Given Password:

••••••••••

New Password:

••••••••••

Confirm New Password:

••••••••••

Activate

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**.