

WebAdvisor/ Home School Email Instructions

WebAdvisor Account Activation (for all schools)

1. Go to www.SDUniversityCenter.org
2. Click on **WEBADVISOR**
3. Click on your home school
4. Click on **Students**
5. Click on **I'm New to WebAdvisor**
6. Click **Proceed to 1:**
7. Enter your identification information
8. Last name
9. Social Security Number or...
10. Colleague (Datatel) ID number
11. Your **Web Advisor ID:** will be displayed on the screen.

WebAdvisor ID: _____

12. Click **Proceed to 2:**
13. Enter your identification information
14. Last name
15. Social Security Number or...
16. Colleague (Datatel) ID number
17. Select an email address to send your **temporary password** to
18. Check this email
19. Log in using your **WebAdvisor ID** and **Temporary password**
20. Create your own password



the university of south dakota.

Email Account Activation* & Library Resources Online

1. Go to <http://www.usd.edu/accounts/pickup>
2. Enter your identification information
3. Read and Accept the Appropriate Use Policy
4. Set up 2 security questions

HINT: (This is case sensitive)

5. Create your new password

HINT: Do not use words in the English Dictionary

Username: _____

USD email _____

Go to <http://www.usd.edu/library/>



DSU Email Activation***

Contact the DSU Advisor at UC to get your username and password.

Aaron Anthony, aaron.anthony@SDUniversityCenter.org or 367-5644



SDSU JACKS Email Activation**

1. Go to <https://mystateonline.sdstate.edu/>
2. Type in your WebAdvisor ID
3. Type \$ followed by your student ID number
4. Follow instructions on screen

Email Address: _____



NSU Email Activation***

Contact the NSU Advisor at UC to get your username and password.

Aaron Anthony, aaron.anthony@SDUniversityCenter.org or 367-5644

***USD New/Readmitted Students:** The username and password for email will be active the day after your registration is entered into the student system.

****SDSU New/Readmitted Students:** The username and password for email will be active within a week after your initial registration.

***** DSU & NSU New/Readmitted Students:** Upon acceptance, students will need to contact the UC-DSU/NSU Advisor to retrieve their login information.