

How to view a Continuing Studies Schedule in Web Advisor – Must know Colleague Student number

1. Go to www.mccc.edu/mymercer
2. Select “Log In”
3. Under User Account, select “What’s My User Id?”
4. Enter last name and Colleague Student number, and submit
5. If you have been registered less than 24 hours, a message will appear “You are not signed up for WebAdvisor. Contact your system administrator”. Please log out and wait 24 hours.
6. If registration occurred MORE than 24 hours prior, the result of step 4 will be the USER ID. As a rule, this is usually **firstname.lastname** (eg: john.smith)
7. Once you know your user name, you can return to the User Account screen and select “What’s my password?” and you will be presented with 3 options
 - a. I might remember, show my password hint – **student will need to know their Student ID and have previously registered THROUGH WebAdvisor**
 - b. I don’t remember, reset my password – **student will need to input their last name and Colleague ID and have previously registered THROUGH WebAdvisor**
 - c. I’m new to WebAdvisor, set up my password **Student has never registered through WebAdvisor, only via mail, in person or by phone**
8. Using option “I’m new to WebAdvisor”, select and then click OK
9. In the first field enter their Colleague ID number and submit. Student will be sent temporary password. Student can then go in and change by following step 7b directions.