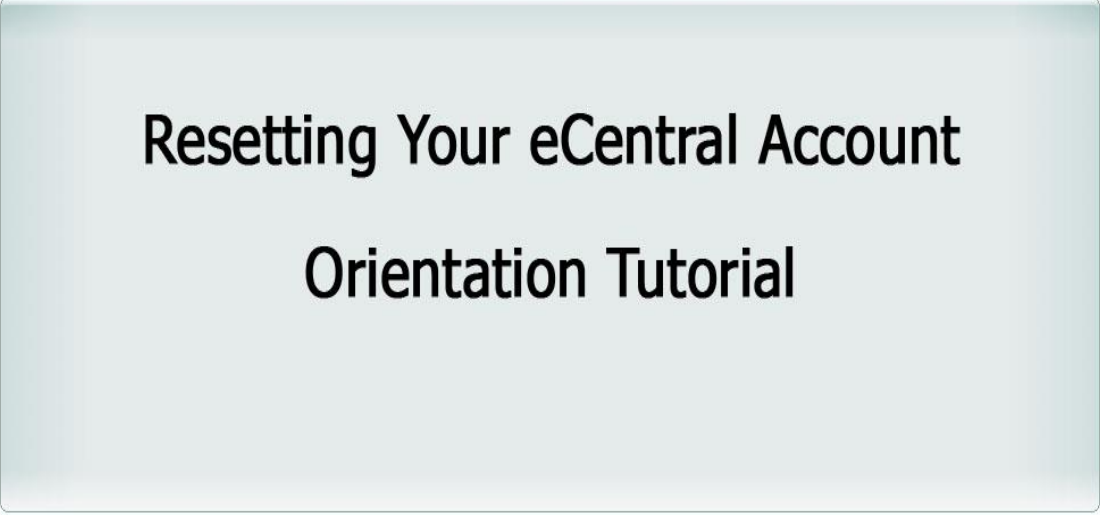


Slide 1 - Slide 1



**Resetting Your eCentral Account
Orientation Tutorial**

Resetting Your eCentral Account

- Your account password for all ECC applications is controlled in eCentral.
- Your student email, Canvas (online learning), wifi, and ECC lab computers all use your eCentral account.
- You must use eCentral to reset your account for any of these applications!
- Make sure you have an active personal email address associated with your account-you likely provided this when you applied to ECC.
- Your reset password will go to the personal email address you select in eCentral.

Slide 3 - Slide 3

The screenshot shows a web browser window displaying the East Central College website. The browser's address bar shows 'eastcentral.edu'. The website's navigation menu includes 'Apply', 'Students', 'Faculty & Staff', 'Workforce Training', 'Community Ed', 'Fine & Performing Arts', 'Athletics', 'Foundation', and 'ECC Rolla'. A search icon is also present. Below the navigation, there are links for 'Class Schedule', 'ECC Online', 'eCentral', 'FalconMail', and 'Aviso'. The 'eCentral' link is highlighted with a yellow callout box containing the text 'Let's click the eCentral link to begin.' The main content area features the East Central College logo and the word 'Academics'. Below this, a blue banner contains the text: 'No appointment is necessary for current and prospective students who need assistance, walk-ins are welcome! A face mask will be provided if needed. Virtual meetings can be scheduled at [Virtual ECC](#). See our [COVID-19 Information page](#) for more information.' The bottom half of the page is dominated by a video player. The video shows a student writing mathematical equations on a whiteboard. Overlaid on the video are two text boxes: 'The Time to Start is Now!' and 'Fall Classes Begin August 24'. A black button with the text 'APPLY HERE!' is also visible. A play button icon is located in the bottom right corner of the video player.

Slide 4 - Slide 4

The screenshot shows a web browser window displaying the eCentral website. The browser's address bar shows the URL: webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9375079832. The website header features the eCentral logo and contact information: "East Central College | 1964 Prairie Dell Road | Union, MO 63084 | (636)584-6500". Navigation links include "LOG IN", "MAIN MENU", and "CONTACT Us". Below the header, there are links for "eCentral FAQ", "eCentral Accessibility Features", and "eCentral On-line Express Registration". The main content area includes a "Welcome Guest!" message and instructions for logging in. A vertical "main menu" label is visible on the left. A callout box with a yellow background and a pointer highlights the "Students" bar in the main menu, with the text: "Let's click the 'Students' bar." The footer contains "Account Information" and "LOG IN", "MAIN MENU", "CONTACT Us" links. The browser's status bar at the bottom shows the URL: <https://webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKE...>

Slide 5 - Slide 5

The screenshot shows a web browser window displaying the 'WebAdvisor for Students' page for East Central College. The browser's address bar shows the URL: webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKENIDX=9375079832&type=M&constituency=WBST&pid=CORE-WBST. The website header includes the 'eCentral' logo and contact information: 'East Central College | 1964 Prairie Dell Road | Union, MO 63084 | (636)584-6500'. A navigation bar contains links for 'LOG IN', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT Us'. Below the header, there is a link for 'eCentral On-line Express Registration' and a 'Welcome Guest!' message. The main content area is titled 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. A warning message states: 'The following links may display confidential information. STUDENTS: CHECK YOUR REGISTRATION CART BEFORE YOU SUBMIT. SOME SECTIONS HAVE BEEN CHANGED.' Below this, there are two main sections: 'User Account' and 'Self - Service'. Under 'User Account', there are three links: 'What's my User ID?', 'What's my password', and 'eCentral FAQ'. A yellow callout box with a speech bubble points to the 'What's my password' link, containing the text: 'Choose the "What's my password" option.' The bottom of the page features a footer with the same navigation links: 'LOG IN', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT Us'. The browser's status bar at the bottom shows the URL: <https://webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKE...>

Slide 6 - Slide 6

What's my password

webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKENIDX=9375079832&SS=1&APP=CORE&CONSTITUENCY=WBST

eCentral East Central College | 1964 Prairie Dell Road | Union, MO 63084 (636)584-6500

LOG IN **MAIN MENU** **STUDENTS MENU** **HELP** **CONTACT Us**

CURRENT STUDENTS Welcome Guest!

What's my password

[I might remember, show my password hint](#)
[I don't remember, reset my password](#)
[I'm new to WebAdvisor, setup my password](#)

Now choose the "I don't remember, reset my password" option.

MAIN MENU **STUDENTS MENU** **HELP** **CONTACT Us**

https://webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TYPE...

Slide 7 - Slide 7

Reset my password

webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKENIDX=9375079832&SS=2&APP=CORE&CONSTITUENCY=WBST

eCentral East Central College | 1964 Prairie Dell Road | Union, MO 63084 | (636)584-6500

[LOG IN](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT Us](#)

CURRENT STUDENTS Welcome Guest!

Reset my password

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SOC ID #

OR

College ID

Enter your lastname and social OR college/student id number and click the "Submit" button when finished.

[LOG IN](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT Us](#)

Slide 8 - Slide 8

The screenshot shows a web browser window with the URL `webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKENIDX=9375079832&SS=3&APP=CORE&CONSTITUENCY=WBST`. The page header includes the eCentral logo and contact information for East Central College. A navigation bar contains links for **LOG IN**, **MAIN MENU**, **STUDENTS MENU**, **HELP**, and **CONTACT Us**. The main content area is titled **CURRENT STUDENTS** and includes a **Welcome Guest!** message. The central heading is **Select an e-mail address**. Below this, there is a form with a label *** = Required** and the text **Send my temporary password to this email address***. The form contains a dropdown menu and a **SUBMIT** button. A yellow callout box with a pointer to the dropdown menu contains the following text: **Select your personal email address from the email drop down menu-DO NOT select your student email address. Click the "Submit" button when finished.**

Slide 9 - Slide 9

Reset Password Confirmation

Your temporary password will be sent to : baldwinchad@hotmail.com

OK

We receive a message that our password has been sent to our personal email-go ahead and check your email and copy the new temporary password-be careful to avoid copying the period at the of the sentence containing the password.

We click the "OK" button.

Slide 10 - Slide 10

The screenshot shows a web browser window with the address bar containing the URL: `webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TOKENIDX=9375079832&SS=1&APP=CORE&CONSTITUENCY=WBST`. The page header features the eCentral logo and contact information: "East Central College | 1964 Prairie Dell Road | Union, MO 63084 | (636)584-6500". A navigation bar includes links for "LOG IN", "MAIN MENU", "STUDENTS MENU", "HELP", and "CONTACT Us". The main content area displays "Welcome Guest!" and a "password" label. A yellow callout box with a pointer to the "LOG IN" link contains the text: "Let's click the 'Log in' link to set up a new eCentral password. Once we set a new password here, it will update for all other ECC applications including your student email, Canvas, the wifi, ECC computers and more." Below the callout are two links: "I don't remember, reset my password" and "I'm new to WebAdvisor, setup my password". An "OK" button is positioned at the bottom of the callout.

Slide 11 - Slide 11

The screenshot shows a web browser window with the URL `webadvisor.eastcentral.edu/WebAdvisor/...`. The page header features the 'eCentral' logo and 'East Central College | 19'. A yellow callout box contains the following text: 'Now you'll create your new password. The "user ID" is your firstname.lastname. The "old password" is the temporary password you just copied from your personal email. Create a new password and confirm it-it must have at least one letter and number. The "Hint" is optional. Click the "Submit" button to finish.'

The main content area is titled 'Change Password' and contains a form with the following elements:

- A red-bordered box containing the text: 'Your password has expired. Please choose a new password. Your new password must be 6 to 9 characters in length and include both letters and numbers.'
- A legend: '* = Required'
- Form fields: 'User ID*', 'Old Password*', 'New Password*', 'Confirm Password*', and 'Hint'.
- A 'SUBMIT' button.

The footer of the page includes 'MAIN MENU' and 'CONTACT US' links.

Slide 12 - Slide 12

The screenshot shows a web browser window displaying the eCentral website. The browser's address bar shows the URL: webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9375079832. The website header includes the eCentral logo and contact information for East Central College. A yellow callout box with a speech bubble icon contains the text: "You should return back to the eCentral page after successfully setting your password. This concludes the tutorial." The main content area features a "main menu" sidebar with links for "Continuing Education", "Students", "Faculty", and "Employees". The footer contains "Account Information" and navigation links for "LOG OUT", "MAIN MENU", and "CONTACT US".

WebAdvisor Main Menu x New Tab x +

webadvisor.eastcentral.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9375079832

eCentral East Central College | 1964 Prairie Dell Road | Union, MO 63084 | (636)584-6500

LOG OUT MAIN MENU CONTACT US

eCentral FAQ eCentral Accessibility Features eCentral On-line Express Registration

Welcome

You should return back to the eCentral page after successfully setting your password. This concludes the tutorial.

eCentral gives students, staff and the community access to our databases.

To access your student or faculty records, please login first and then select your point of entry to the right.

No login is required for the following links:

- [ECC Home](#)
- [Search for Courses](#)
- [Search for Courses Self Service](#)

main menu

Continuing Education

Students

Faculty

Employees

Account Information

LOG OUT MAIN MENU CONTACT US