Before You Begin:

In order to access WebAdvisor and your new Manhattanville College email account, you must first establish your login credentials using the **Self Service Password Utility**. Have these items ready:

- **Your 7-digit College ID number.** This may be found on your photo ID card, hiring letter, adjunct contract or other correspondence from the Human Resources Office.
- **Your College-assigned User Name.** Normally, this is constructed by taking your full LAST NAME and adding the FIRST INITIAL of your FIRST NAME to the right of it.

  Example: Name is **Jane Smith**  
  User Name is: **smithj** (all in lower case letters)

  *If you are not sure what your User Name is, contact the IT Help Desk at 914-323-7230 (ext. 7230)*

Establish Your Identity Using the Self-Service Password Utility:

Type or paste the following URL into the address window of your favorite web browser:

```
https://selfservice.mville.edu/showLogin.cc
```

The “Self-Service Password Utility” screen will open (see example below):

(Proceed to next page)
Using the “Sign In” box, type in your:

**User Name**: Example “smithj” (all lower case)

**Password**: Your temporary password for the self-service portal is your first name initial in UPPERCASE, your last name initial in lower case, and your SEVEN digit ID number (include leading zeroes). Example: If Jane Smith’s ID # is 0012345, her temporary password will be: Js0012345

After you type in your User Name and Password, select “ACADEM” from the dropdown list and then click “Login”

On the next screens, the **Self-Service Password Utility** will prompt you to:

- Select TWO security questions. Make your answers EASY TO REMEMBER because they will be needed to recover your account access or change your password in the future.
- Create a new PERMANENT password. Follow the instructions for password creation using the proper number of characters and a mix of alpha and numeric text to create a strongly-encrypted password.

**After you complete the Self-Service Password Utility steps, you’re ready to log in to WebAdvisor!**

**Visit the WebAdvisor Login Page:**

Return to the College’s home page at [http://www.mville.edu](http://www.mville.edu). Then, click on the “MyMVille” link on the burgundy-colored toolbar in the upper right corner of the home page. When the “MyMVille” web page loads, click on the **WebAdvisor** button in the middle of the page.

When the WebAdvisor home page loads, click the “Log In” button in the upper right.

The “Log In” window appears. Type in your **User Name** and the **NEW personal password** you created in the Self-Service Password Utility.

Then, click the SUBMIT button and you’re logged in to your WebAdvisor account!