

# TSTC Web Services

## Initialize TSTC Web Services

### Step One: Look up your Portal LOG IN ID

- Open Internet Explorer. Go to <http://my.tstc.edu> and click on the *WebAdvisor* (WA) tab.
- Click on *LOG IN* tab
- Click What's my User ID link located in the middle of page and enter the required information (Last name and SS# or Student ID)
- Your User Name should be displayed

**Note:** Your default password is the last six (6) digits of your student ID number.

### Step Two: Enter your Username and Password in the login box (Fig. 1).

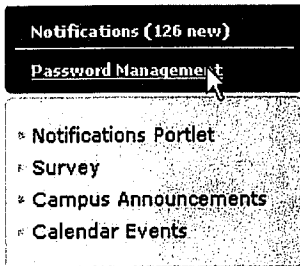


Username: \_\_\_\_\_ Password: \_\_\_\_\_  
Sign In  
Hint: Use your WebAdvisor Username and Password.

Fig.1

**Note:** If you are unable to login with your WA ID (User Name) and default password, please call the TSTC Help Desk at (956) 364-5000 or chat online <http://it.harlingen.tstc.edu>.

Fig.2



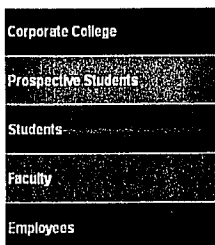
**Step Three:** After a *successful* login into WA, then go to Password Management (Fig.2). Answer the four Challenge Questions and click Submit. Click on "Change Password (Universal)" and follow instructions, remember your passwords should be six to nine characters in length with at least one character being a number. For detailed instructions, go to <http://it.harlingen.tstc.edu/StudentResources/SelfServicePasswordUtility/tabid/70/Default.aspx>

**Note:** By completing step three you're able to reset your password on your own if you forget it. For future reference go to <https://sspu.tstc.edu> Click on "Forgot your password?" enter user name and submit and answer Challenge Questions and Submit. Note: this will only work if step three has been completed.

**Student E-mail:** TSTC is discontinuing the use of the @tstc.net e-mail for students and will no longer issue any new accounts effective April 01, 2008.

**Note:** TSTC requires all students to have an e-mail account. E-mail is used by school administration and instructors as the primary means of communication. If you do not already have access to an e-mail account there are a number of free e-mail services you can open an account with. These include Hotmail, Gmail, Yahoo mail and AOL. These are suggestions only, please feel free to use another service provider if you prefer.

If you are still having problems, please call the TSTC Help Desk at (956) 364-5000 or chat online <http://it.harlingen.tstc.edu>.



**Step Four:** After a *successful* login into WA, select "Students" from the main menu

**Step Five:** After a *successful* login into Students menu, select "Grades" from the Academic Profile



- Grades
- Grade Point Average by Term
- Unofficial Transcript
- Program Evaluation
- Test Summary
- Transcript Request
- Transcript Request Status
- Enrollment verification request
- Enrollment verification request status
- Class Schedule Grid
- My class schedule
- My profile