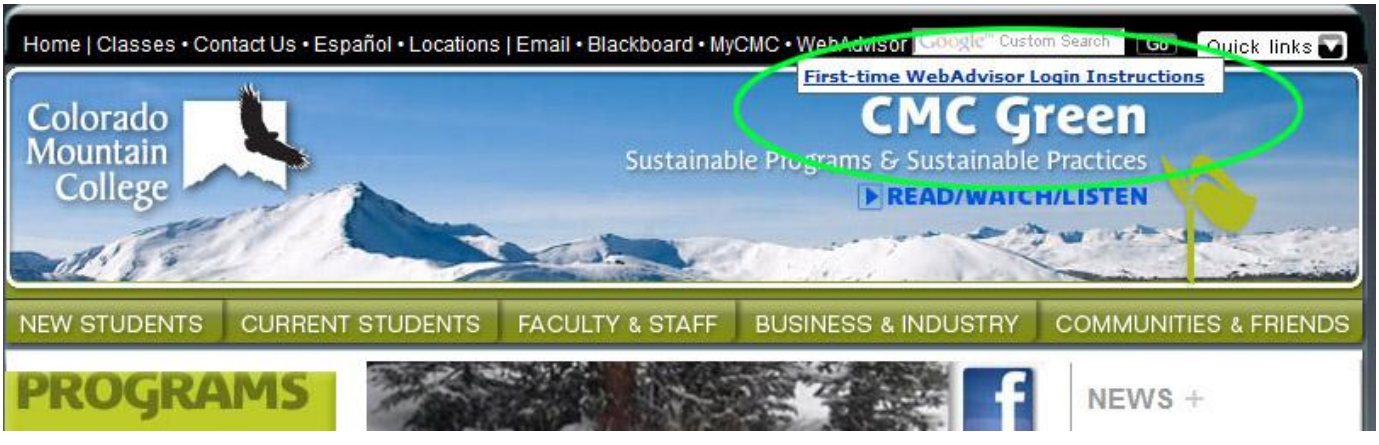
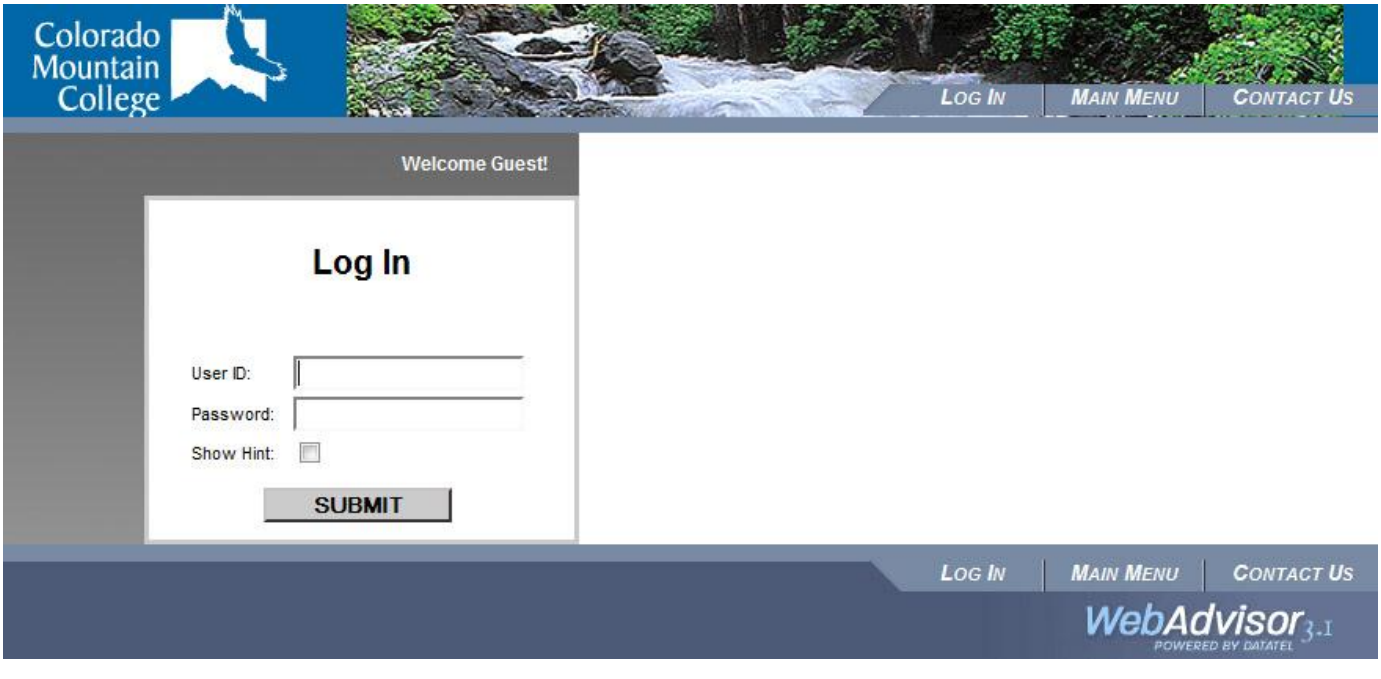
Finding Student CMC ID Numbers in WebAdvisor

Overview

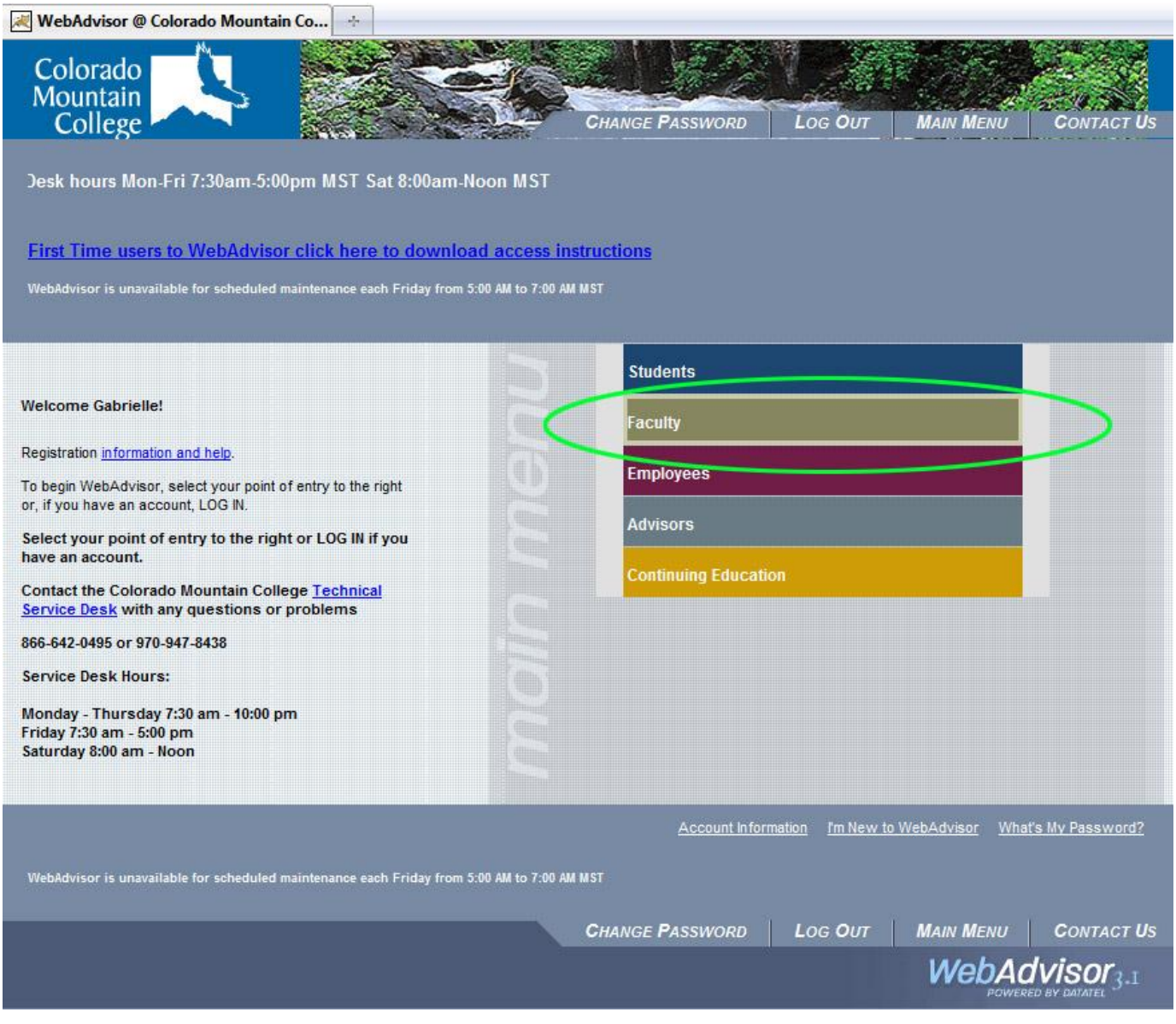
To log into Colorado Mountain College's Canvas learning management system, students, faculty, and staff must use their CMC ID numbers as their username. (The default password for the first log-in is **cmc** followed by the last 6 digits of your Social Security number.) The following instructions explain how an instructor can locate a student's CMC ID number using the course roster provided in WebAdvisor. It is assumed that you have already successfully logged in to WebAdvisor. If not, please consult the instructions for first-time visitors to WebAdvisor which can be found via the WebAdvisor link at the Colorado Mountain College homepage:

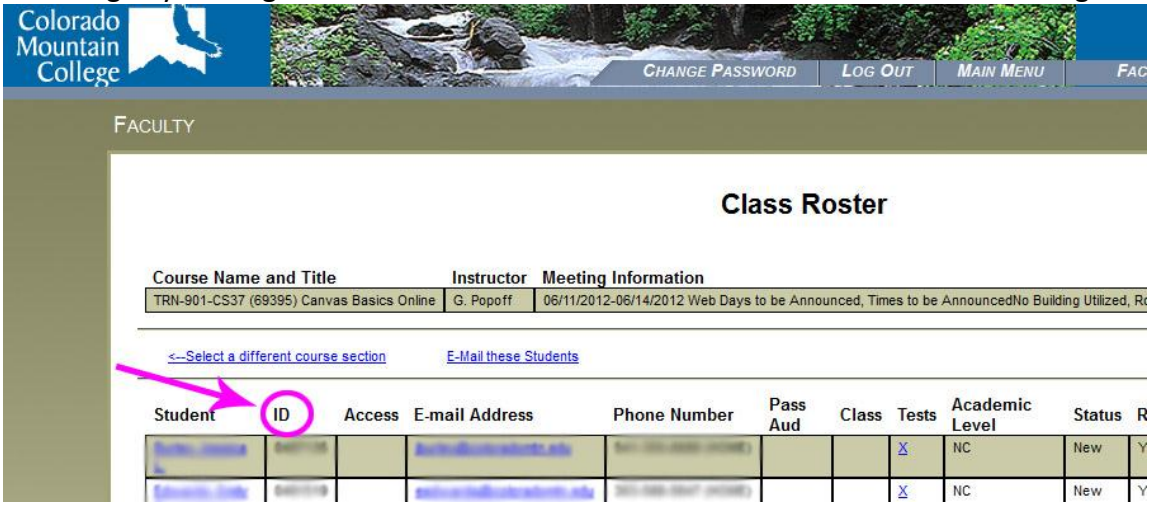


Step 1: Log in to WebAdvisor. To do so, select WebAdvisor after logging in to the "MyCMC" portal or www.coloradomtn.edu; or go directly to WebAdvisor by typing https://webadvisor.coloradomtn.edu as the URL in your web browser (Internet Explorer, Google Chrome, Firefox, Safari). On the Welcome page, select the "Log In" tab at upper right and you'll see this log-in screen where you'll log in:



Step 2: Once you've logged in, click on the Faculty Menu:



Step 3: Next, click on the Class Roster link listed under Faculty Information.

Step 4: Click on the name of the course. (Multiple semesters may be listed.) The course roster should appear. The students' CMC ID numbers will be listed in the second column, named "ID", to the right of the students' names. To log in to Canvas, users will need their complete seven digit CMC ID number including any leading zeroes. Make a note of the students' CMC ID numbers and log out of WebAdvisor.