To Reset your Password or Register for Classes online:

If you have trouble registering check to see if your password was accidentally set to something other than what you have intended it to be. To do this go to “MY WEBSERVICES” log in to

http://www.westvalley.edu/webadvisor/  copy and paste this address in new tab on browser

On this screen click on Log in

You will need your User ID and Password to login. Your User ID is your first name and last name initials (in lower case) followed by your college assigned 7-digit College ID. For example, John Doe, who was assigned the College ID of ‘7654321’ would enter his User ID as ‘jd7654321’. If this is the first time you are using MyWebServices (formerly 'WebAdvisor'), your temporary password is your 6-digit date of birth in the format of 'mmddyy'. For example, if your date of birth is June 14, 1970 then you would enter ‘061470’.

If your password is not accepted or you get an error, you can reset your password by doing these steps:
Click on What’s my password and this screen (below) will open

Now you can choose to click on either reset my password to my 6 digit birth date option or the others available to you, but note that some of the other options require you to have access to your email and know your last four digits of your social security number.
Enter your student ID, then your last 4 digits of your social security number, and your birth date (ex:012581) At this point your password has been reset and you can logon and create a new password for yourself. Once you have created a new password for yourself you can now log on to register.

Please notice that the top of the login screen now says: Welcome (Your First Name)

Click on Students (see image below)

After you click on Students you will see this screen next:
Notice:
Be sure to update your email/address information first before moving on to registering for classes, otherwise your registration will not go through.

Click where Green arrow points first before continuing.

Error will result if you don’t update your email/address information (see below)

Now click on Register for Sections. Proceed to next step below.
Click on Express registration. Use this option if you know the exact section number of the section for which you wish to add to your preferred list and then register. (Example: MATH*100*42765 is Section Number 42765).

Now enter your section number and choose your Term from the drop down menu on right side (see red arrow above). Next click on submit after you entered all your classes.

Proceed to next step (see below)
On this screen on the left hand side choose register from the dropdown menu and then click on submit.

At this point the final screen opens up that allows you to print your schedule.

To Check your schedule or take care of other options you can choose to go back to the main menu screen now.
Add and Drop – with Add code

Click on Register using Add Code

Fill in Section number, add code which was supplied by your teacher and choose semester, click on submit.
To Drop a Class

Your registered class will show up on this screen (above) click on drop selection and hit submit button.

To print current Class Schedule