

How Do I Reset My InSite Password?

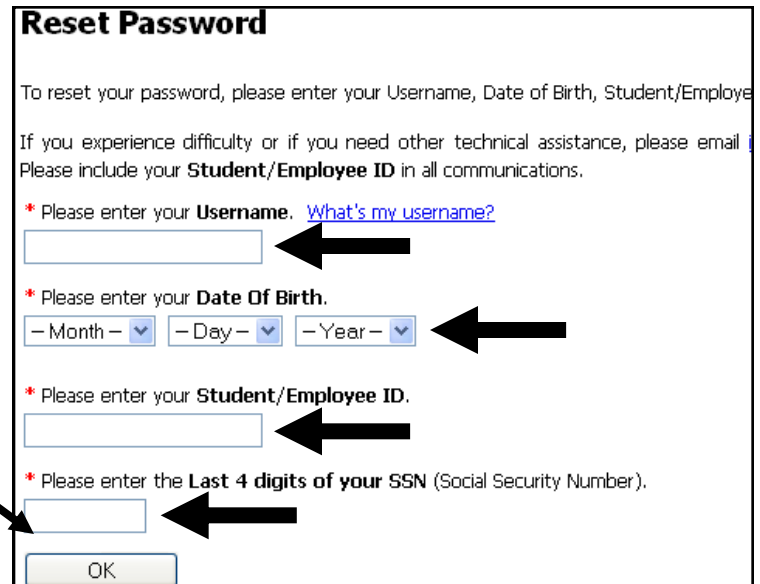
Go to www.contracosta.edu
Click on [InSite/WebAdvisor](#)



The screenshot shows a navigation menu on the left with buttons for 'InSite Portal', 'InSite Portal/Mail FAQs', 'Course Schedule Search', 'Apply Now', 'Student Resources', and 'Student Trustee'. The main content area features the 'insite WEBADVISOR' logo and a list of links: 'Access WebAdvisor', 'Check Student Email', and 'Get College News'. Below this is a link: 'Click here to use the InSite Portal and access WebAdvisor'. Underneath, the text reads 'How to Login to InSite Portal:' followed by two bullet points: 'Your username is the same as your WebAdvisor ID. For help with your username [click here](#)' and 'Your password is the same as your WebAdvisor Password. For help with your password [click here](#)'.

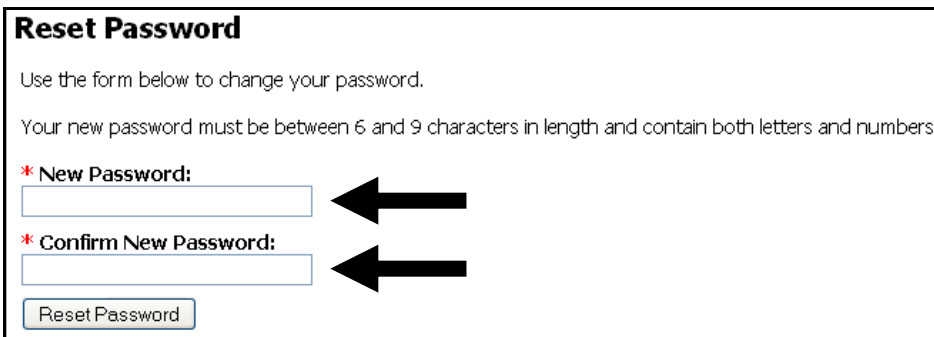
Click on
"For help with your password click here."

Fill out the form
and then click
OK.



The 'Reset Password' form contains the following fields and instructions:

- Text: 'To reset your password, please enter your Username, Date of Birth, Student/Employee ID'.
- Text: 'If you experience difficulty or if you need other technical assistance, please email [it-help@4cd.edu](#). Please include your Student/Employee ID in all communications.'
- Field: '* Please enter your Username. [What's my username?](#)' with an arrow pointing to the text input field.
- Field: '* Please enter your Date Of Birth.' with dropdown menus for '- Month -', '- Day -', and '- Year -' and an arrow pointing to the year dropdown.
- Field: '* Please enter your Student/Employee ID.' with an arrow pointing to the text input field.
- Field: '* Please enter the Last 4 digits of your SSN (Social Security Number).' with an arrow pointing to the text input field.
- Button: 'OK' at the bottom.



The 'Reset Password' form contains the following fields and instructions:

- Text: 'Use the form below to change your password.'
- Text: 'Your new password must be between 6 and 9 characters in length and contain both letters and numbers.'
- Field: '* New Password:' with an arrow pointing to the text input field.
- Field: '* Confirm New Password:' with an arrow pointing to the text input field.
- Button: 'Reset Password' at the bottom.

Create a
new password.
Click **Reset Password.**
You will be able to log
in afterwards.

If you are experiencing difficulty, send an email to the
District Help Desk at it-help@4cd.edu or call (925) 229-6888.