UWINNIPEG PACE SINGLE SIGNON

Your single login Username ID and Password gives you access to the following systems
- **WebAdvisor** - the University's online registration system
- **Webmail (email)** - the email system to use for all communications with the University. Please check your Webmail asap
- **Nexus** - the new learning management system
- **Campus computers** - located in various spots, including the Library & Uplink on the 4th floor Centennial Hall

YOUR USER ID

if you have never logged on to WebAdvisor or if you have forgotten your user ID, you can retrieve this on WebAdvisor. To do this:
- Go to the WebAdvisor website
- Click *Log In*
- Then, choose *What's my User ID?*
- Enter your last name and your student number
- Click *Submit*
- Your User ID will be displayed
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YOUR PASSWORD

If you have never logged on to WebAdvisor or you have forgotten your password, use the **password hint** or the **reset** option.
- Click *Log in* at the top of WebAdvisor
- Select *Forgot My Password*
    - For the reset option: you will be prompted to enter your student number, last name, and to select an alternate email address that we have on file for you.
    - An email will then be sent to you with a new temporary password for WebAdvisor.
    - For the hint option, you will be asked for your User ID and must answer the prompt question.
- Please change your password when asked to do so.

PASSWORD

Passwords must meet the following criteria:
- be between 9-24 characters in length
- not be one of your last three passwords
- contain at least one upper case letter
- contain at least one lower case letter
- contain at least one number
- contain at least one special character from the following list: comma (,), exclamation mark (!), double quotation mark ("), single quotation mark ('), number sign (#), dollar sign ($), percent sign (%), star (*), plus (+), hyphen (-), underscore (_), period (.), forward slash (/), caret (^),square open parenthesis ([), square closed parenthesis (]), accent grave (`), open parenthesis [(] or closed parenthesis [)]
- If your password does not meet this requirement, WebAdvisor will not allow you to update your password.

FOR NEXUS

Use the same User ID and password that you created in WebAdvisor.