Resetting BORIS (WebAdvisor, D2L, and Portal) Password

to Access an Unofficial Transcript or Submit an Official Transcript Request through WebAdvisor

1. On the DSU home page, dsu.edu, click the MyDSU link in the top right corner. Under Trouble Logging In, click on the Lookup your Account button.

2. What are My Accounts?
   - Under What are My Accounts, click the Lookup Accounts button.
   - Enter your Colleague ID or last 4 of SS#, last name, and birth date.
   - Record/Print your BORIS and DSU Network User names and email address. Select Start Over

3. Reset your BORIS (MyDSU Portal, WebAdvisor,D2L, Starfish) Password
   - Under Reset My BORIS Password, click on Reset Password.
   - Enter your last name and Colleague ID or BORIS username noted from above.
   - Click Retrieve my information
   - Note your user name given at the top and select an email account you can access (most likely DE2).* This will be the email account containing the link to reset your password.
   - Click Send me a link to reset my password.

4. Access WebAdvisor
   - Return to the DSU home page, dsu.edu, and click the MyDSU link in the top right corner.
   - Under Links for former students, select WebAdvisor.
   - Click Log In and enter the login and password you just reset.
   - Click on Students.
   - Locate the Academic Profile section on the bottom right
     - Select Unofficial Transcript/Course History for unofficial
     - Select Online Transcript Request for official

*If you do not have a working email in the list for retrieval, contact the Registrar’s Office at 605-256-5154. Please note that it may take an overnight update before the new email address is available in the system.

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