In this presentation, you will be instructed on how to set up a wildcat account, which will enable you to access:

- grades for classes
- Email
- WSU Online
- Personal Info and more

You will also learn how to access WebCT Vista, which will allow you to view your grades.
What is a Wilscat ID (WCID)?

- Pronounced wîk'îd. A Wildcat ID (WCID) is your personal and private key to electronic access to Weber State University. In the eWeber student portal, your WCID will allow you to register online for classes, review your grades, do WSU Online class work and perform many other activities vital to your education at WSU. Using your WCID user name and the account password you set up, you will be able to do your University business online, anywhere, any time.
Destination Account Setup Page

- Open any internet browser
- Go to the Weber State University Homepage [http://weber.edu](http://weber.edu)
- Click on ‘Current Students’ link in the tan box next to the picture of the student
Creating the Account

- Click on blue hyperlink that says ‘Need a WildCat ID (WCID)?’ underneath the username and password boxes.
- It is EXTREMELY IMPORTANT for you to read everything on the pages. Do not simply fill in the empty fields and speed through the setup.
What You Will Need

- Enter in your Date of Birth and social security number in the appropriate fields and then click continue. If you are not yet admitted to the university, you will not be able to create an account.
Necessary Info

- You will be prompted to:
  - Provide your student identification number (a 9-digit number that begins with 88) or social security number and your date of birth.
  - Set a Challenge Question/Answer and a password. You will then be given your Wildcat Username.
  - At this point we suggest you give this information to your High School teacher in case you forget your password and challenge questions.
  - Usernames are in the format of firstnamelastname (Note, no space between first and last name). If the firstnamelastname combination is not unique, a number will be appended to the end of the username. For example, the first Mary Smith will have a username of marysmith, the second Mary Smith will have a username of marysmith1.
  - If you cannot get past this point, please contact the Admissions office at 626-6743 to verify that the date of birth on record for you is accurate.
WARNING!

- If you forget your Challenge question you will have to do the following:
- Buy a WSU student ID card for $20.
- You will personally have to visit the HelpDesk in room 218 at Lampros Hall for assistance.
- Be sure to bring picture ID with you.
Acceptable Use

Please read the terms of acceptable use and then click ‘Yes I have read and accept the above terms.’
Passwords

- When you create or enter into your Wildcat Account for access to services you will be prompted for your password.
- After entering your student ID and date of birth, you will be presented with your chosen Challenge Question. By entering the answer you provided at setup you can change your Wildcat Account password.
Lockouts

- Access to the Current Students portal is provided with your Wildcat Account and password.
- If you repeatedly enter your Wildcat Account with an incorrect password your account will be 'locked out'. If this happens, reset your password at [http://weber.edu/eservices](http://weber.edu/eservices).
Questions

- Visit the FAQs pages for quick reference to frequently asked questions.
- http://weber.edu/eservices/default.html
- http://weber.edu/eServices/Wildcat_ID_faq.html
Account Created!

- You have now created your wildcat account.
- Write down your username and password. Keep one copy for yourself and give your instructor a copy. Do not lose this information. If you do, you will have to deal with Computing support.
- It will take the system 24 hours for your account to be activated. If it does not work after 24 hours from the time you created it, please call 626-7777
Student Portal

- On the current students page, eWeber, you will need to enter the username and password you have just created.
Accessing Student Portal

- The student portal is the application you use to do just about anything as a student, such as:
  - Registering for classes, accessing student email and personal info, student records, WebCT Vista online classes, and more.
  - For this presentation, you will be introduced to WebCT and why you will be using it.
WebCT Vista

- Click on ‘My Weber’ tab
- On the right-hand side of the page, there will be a box that says ‘My Courses’ with a blue hypertext link saying ‘click here to:’
- Click on this link
My Courses

- This is the ‘My Courses’ page. You will see a list of the courses you are enrolled in.
- Click on the class you wish to access (ex. Medical Terminology)
You will then be directed to the WSU Online login page.
Logging In

- Enter the wildcat username and password you just created into the appropriate fields.

- **Popups must be enabled on your computer to access WebCT Vista**
This page shows your classes homepage. The middle panel will list all of the classes you are enrolled in for the semester.
Selecting a Course

- Click on the course you wish to access.
- This will allow you access to the homepage for the selected course. You can now access your grades for your class.
Accessing Grades

- On your course homepage, near the top underneath the purple panel is a grey panel. On the right-hand side of the panel are six icons. One of those icons will be an icon that looks like a letter A (£). This is the ‘My Grades’ button which you will use to access your grades. Click this button.
Once you have clicked on the button, a new page will come up with and show all of the exams scores related to the course you have chosen.
Logging Out

- After you are finished viewing your scores, please log out by clicking ‘log out’ at the top right of the page.
- If you do not log out, the next person to use the computer will have access to all of your information so remember to log off.
The End

- Thank you for taking the time to view this presentation.
- If you have any further questions, please ask your instructor.