Initializing Your WCLive Account

It is important that you read and follow these instructions carefully.

**Step One – Synchronize your WCLive and My.Westminster password**

**Why?:** Once you synchronize your WCLive and My.Westminster password you will only need to remember one password to access WCLive, My.Westminster, the Computer Labs and the College’s online Network Resources. Once the password is synchronized any future password changes will continue to be synced for these resources.

1. Log into My.westminster.edu and change your password. Make sure that your password conforms to the following rules:
   
   a. must be between 8 AND 16 characters long  
   b. contain at least one digit  
   c. contain at least one lowercase letter  
   d. contain at least one uppercase letter  
   e. can NOT contain part of your name or username  
   f. does NOT contain a space

**Here is how to find your StudentID if you do not know what it is:**

**Undergraduate Students:** Your StudentID can be found on your deposit receipt and your Titan Card Information.

**Graduate/LLP/High School Students:** Your StudentID can be found on your acceptance letter.

**Step Two – Log into your WCLive account to test access**

1. Click on the **Webmail** link in either My.Westminster or on the College’s homepage. Choose the WCLive link under “Student Web Access” (right side of page). You will get the following login box:

![Windows Security login box](image)

User Name: *username@wclive.westminster.edu*

Password: *Password set in step one*