

Initializing Your WCLive Account

Email address information

Until you graduate, you will receive email from off-campus sent to the following addresses:

username@westminster.edu OR username@wclive.westminster.edu

After you graduate, you will no longer have an account on the campus network so you will need to use:

username@wclive.westminster.edu

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
2. Click on Password Management on the right and then select Change Password.

The screenshot shows the My Westminister website interface. The page is titled "Student Home | Welcome - Windows Internet Explorer" and the URL is "https://my.westminster.edu/ICS/". The navigation menu includes "Home", "Academics", "Admissions", "Alumni and Friends", "Community", "Finances", "Help", and "My Pages". The main content area is divided into several sections: "Welcome", "My Courses", "Announcements", "Password Management", "Change Password", "Change Challenge Questions and Answers", and "Vote for VolleyRock Main Act". The "My Courses" section displays a table of courses for the 2010-2011 Academic Year Spring. The "Password Management" section is highlighted in the left navigation menu, and a yellow arrow points to the "Change Password" link in the right-hand section.

Code	Course name	Grade	Schedule
SPA 102 (03)	Politics of Rock and Roll	--	Tue-Thu 2:00 PM
PR 302 (01)	Elementary Spanish II	--	Mon-Wed-Fri 10:30 AM
ENG 104C (01)	Public Relations Research	--	Mon-Wed-Fri 2:00 PM
	C:War Literature (HC)	--	Tue-Thu 11:00 AM

3. Change your password. Make sure that your password contains:
 - a. At least '8' characters and is not one that you have used before

- b. At least one Capital letter
- c. At least one lowercase letter
- d. At least one number

Step Two – Log into your WCLive account to test access

1. Click on the WCLive link in either My.Westminster, on the College’s homepage, or use this URL:
<http://outlook.com/wclive.westminster.edu>

User Name: username@wclive.westminster.edu

Password: Password set in [Step One](#)

2. First time users will be directed to the following screen. You will need to choose a Language and Time Zone (scroll up for Eastern time zone). Click OK once you set this up.

