

Westminster College TitanNet Account Initialization Instructions

- **You must change your password in my.westminster.edu immediately.** This is not an option. Your “My Westminster” account, your Westminster Office 365 account and other Westminster network resources will not work correctly until you do. Login and change password instructions can be found on page ‘2’.
- “My Westminster” is an online resource that you will use to check your schedule, your grades, and your financial information. Directions for how to navigate “My Westminster” will be available on your “My Westminster” page after you log in.
- For Undergraduate students, your **Student ID** can be located on your deposit receipt and with your Titan Card information. **For Graduate, LLP or High School students, your Student ID can be found on your acceptance letter.** No office on campus will give you your Student ID/password over the phone.
 - By using this account you agree to abide by the policies in the Westminster College Handbook, including the Responsible Use of Information Resources Policy:
http://www.westminster.edu/student/pdf/student_handbook.pdf#policies
- Your Westminster Office365 e-mail is an official means of communication for students. It is the student's responsibility to be aware of information sent to their college e-mail account. Please check your Westminster e-mail account frequently for messages sent from the Admission’s office, the Business Office, the Registrars’ office, Financial Aid, Student Affairs and other campus offices.
- If you have any problems logging into your TitanNet account, please contact the Library and Information Systems Help Desk at 724-946-6000.

Instructions for Accessing your “My Westminster” Account and Changing your Initial Westminster Account Password

1. Go to the “My.Westminster” web page: <https://my.westminster.edu>
2. **Log in using the Westminster User Name and Password that you received in your personal email.**
3. Once you are logged into “My Westminster” you will be prompted to choose and answer your Challenge Questions (Please note that the answers are case sensitive) and enter an alternate email address. This will enable you to reset your password if you forget it.
4. **You must change your my.westminster.edu password immediately after your first login. This is how:**
 - a. While logged into my.westminster.edu, click on “**Change Password**” in the “Password Management” section (right side of page).
 - b. Enter your New Password twice and click “**Continue**”
 - c. **Your new password must conform to the following password rules:**
 - must be between **8 AND 16 characters** long
 - contain at least one **digit**
 - contain at least one **lowercase** letter
 - contain at least one **uppercase** letter
 - can NOT contain part of your **name** or **username**
 - does NOT contain a **space**
5. Logout from my.westminster.edu and log back in to verify successful password change.

Instructions for Accessing your Westminster E-mail on Office 365

1. Important!! You must change the original default password, that was sent to your personal email address, in "My Westminster" before you can access your Office 365 email. See page '2' for instructions.
2. Go to the Westminster Home Page: <http://www.westminster.edu> and at the bottom, select:

WEBMAIL


3. Under "Student Accounts", select the "Office 365" link:

 Email Web Access

FACULTY & STAFF ACCOUNTS

 Microsoft Office
Outlook Web App

 Office 365

Email Spam Quarantine 

STUDENT ACCOUNTS

 Office 365

IMPORTANT!

Students must Initialize their Office 365 account before they can use it. See instructions for [initializing your Office 365 account](#).

4. Sign in with your Office 365 ID, which is the same as your Westminster email address: [username@wclive.westminster.edu](#) and your new password.

Sign In

adsf.westminster.edu

Type your user name and password.

User name: Example: Domain\username

Password:

Sign In

5. After you sign in you will be prompted to choose your language and time zone (Eastern).