



Instructions for Web for Students and setting up your Morrisville e-mail account

To log in to “Web for Students” the first time:

- 1) Type www.morrisville.edu/webforstudents/ into the address bar of your browser.
- 2) Enter your User ID and PIN. Your User ID is your Morrisville ID number (referred to as your M number) or Social Security number. Your PIN is the temporary PIN you received in your acceptance letter. Contact the Admissions Office at 315.684.6046 or admissions@morrisville.edu if you’ve misplaced or lost your letter.
- 3) Change your PIN when prompted. You’ll use your PIN frequently, so select something that’s both easy for you to remember and hard for others to guess.
- 4) Enter a security question and answer on the verification page. Select a question and answer you will easily remember since you’ll need to answer it correctly to retrieve your PIN if you forget it.
- 5) *Note: you must complete the Information/Affirmation section before continuing in “Web for Students.”*

To log on to “Web for Students” after the first time:

- 1) Type www.morrisville.edu/webforstudents/ into the address bar of your browser.
- 2) Log on to “Web for Students” using your Morrisville ID (or Social Security number) and the PIN you selected.
- 3) *Note: If you forget your PIN, click on “Forgot PIN” button, answer the hint question you entered, and reset your PIN. If you have problems resetting it, contact the Office of the Registrar at 315.684.6066.*
- 4) *Note: You may occasionally be required to complete a survey or provide additional information after logging in.*

To get your Username and set your Password for Morrisville e-mail, network, and Blackboard access:

- 1) Log in to “[Web for Students](#)” using your Morrisville ID and the PIN you selected.
- 2) Click on “Personal Information”
- 3) Click on “Get /Change E-mail/Network/Blackboard Password”.
- 4) Follow the prompts on the screen to set your password. After your password change is complete you will be able to see your username for your Morrisville e-mail, network, and Blackboard access.

To view and pay your bill online:

- 1) Login to “[Web for Students](#)” using your Username and PIN you selected.
- 2) Click on “Student Information and Financial Aid”
- 3) Click on “Student Accounts”
- 4) Click on “Student Accounts, Billing and Payments” to view your bill and make a payment.

To view your class schedule:

- 1) Login to “[Web for Students](#)” using your Username and PIN you selected.
- 2) Click on “Student Information & Financial Aid”
- 3) Click on “Scheduling”
- 4) Click on “Student Detail Schedule” for a schedule with the days, locations, and instructors for all the classes you’re registered for during the semester. If no location appears on your schedule, you are not yet fully registered.
- 5) For a schedule for a given week, click on “Week at a Glance” under “Scheduling” and select appropriate timeframe.
- 6) For a print copy of either schedule, click on the printer icon at the top of the page.
- 7) *Note: R under Days on Student Detail Schedule stands for Thursday. TR is Tuesday and Thursday.*

To access your Morrisville e-mail:

- 1) Type webmail.morrisville.edu into the address bar of your browser.
- 2) Log in using your Morrisville username and e-mail/network/Blackboard password you created above.
- 3) *Note: If you forget your password, you will need to re-set it in Web for Students.*

To access Blackboard for online courses or class materials:

- 1) Type www.morrisville.edu/blackboard into the address bar of your browser.
- 2) Log in using your Morrisville username and e-mail/network/Blackboard password you created above.
- 3) Select your online course from the “My Courses” area.
- 4) *Note: Courses will not be available on Blackboard until the Sunday prior to the course start date.*