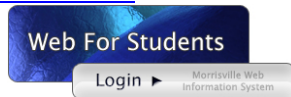


“Web for Students” Instructions

(revised 1/16/08)

To Login to “Web for Students”:

1. Type in www.morrisville.edu/webforstudents/ into the address bar of your browser.



2. Click on the following icon:

(You may see a Security Alert come up asking if you want to proceed. Click yes.)

You need a USER ID (your Morrisville ID number or your social security number) and PIN to access “Web for Students”.

New Students – Your USER ID and PIN are mailed to you at home after you have paid your deposit.

Returning Students – Your USER ID and PIN remain the same as last semester.

The first time you login to “Web for Students”:

- a) You will be asked to change your PIN.
- b) You will be prompted to enter a security question and answer on the verification page. This security question and answer will be used if you ever forget your PIN.
- c) At the beginning of each academic year, you must complete the Information/Affirmation section before continuing in “Web for Students”.

To Get Your Username and Password for Morrisville E-mail/Network/WebCT Access:

- a) Login to “Web for Students” using the previous instructions.
- b) From the “Main Menu”, click on “Personal Information”
- c) Now click on “Get/Change Email/Network/WebCT Password”
- d) Follow the prompts on the screen to get your username, set or change your password, and find out your Morrisville E-mail address.

To View your Class Schedule:

- a) Login to “Web for Students” using the previous instructions.
- b) From the “Main Menu”, click on “Student & Financial Aid”
- c) Now click on “Scheduling”
- d) Now click on “Week at a Glance”
- e) Click on “Next Week” until you see your first week of classes (*NOTE: If the location of your classes does not appear on your schedule, then you are not fully registered.*)
- f) To print your schedule, click on the printer icon at the top

To Change your “Web for Student” PIN:

- a) Login to “Web for Students” using the previous instructions.
- b) From the “Main Menu”, click on “Personal Information”
- c) Now click on “Change your PIN”
- d) Follow the prompts on the screen to change your PIN