

“Web for Students” Instructions

(revised 7/30/11)

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 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 been accepted to the college.

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 and Network 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/Blackboard 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) Please note, this page only displays classes that meet during the indicated week. You may have classes that start and end at different dates and may not display during the selected week for this semester. To see all of your scheduled classes, please use the Detail Schedule or the Printer Friendly format.
- g) 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