Getting Started on myWor-Wic - the Wor-Wic Community College Portal

**BEFORE YOU LOGIN...**

Internet Explorer is the preferred web browser but you may attempt to use others.

It is important that your browser is set to allow cookies from myWor-Wic. In Internet Explorer 8.0, go to the “Tools” menu and “Internet Options”. Click on the “Privacy” tab.

Click on the “Settings” slider to set your cookie settings to Medium then click “OK”.

OR

Click on the “Sites” button enter [https://my.worwic.edu](https://my.worwic.edu) and click “Allow” then click “OK” and then click “OK” on the Privacy tab.
ACCESSING THE COLLEGE’S NEW STUDENT PORTAL:

Open your web browser. Click the “myWor-Wic” link from Quick Links on the Wor-Wic home page.

If you are accessing myWor-Wic on a shared computer, click the first button, “This is a public or shared computer”. Otherwise, if this is your own personal PC, click the button “This is a private computer”.
**myWor-Wic**

After clicking on “**myWor-Wic**” on the Quick Links, you will be taken to the following page. Here you will be able to gain access as a student to the new “**myWor-Wic**” sign-on link.
STEP 1: What's My User ID?
STEP 2: Create a Password for your New Account

Example:
Joe Student, Born on 03/17/1970
New User Name: jstudentXXXX
(First initial First Name, Last Name, and Last 4 digits of new assigned ID Number)
Password: 19700317
(Date-of-Birth in YYYYMMDD format)

If you need assistance, please call (410) 334-2800.
STEP 3: Login to myWorWic

When you are ready to login, enter the new WebAdvisor username and password and click “OK”.

Internet Explorer 8.0

Internet Explorer 9.0
Assistance Needed????

If you need assistance with your username and password, review the following information:

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Guides and Tutorials

- Getting to Know myWor-Wic Portal
- Web Advisor User's Guide for Registration

Password Help for New System

- I don't remember my password, reset my password
**myWor-Wic HOME PAGE**

Once you successfully login to myWor-Wic, you will be directed to the Student Home Page depending on your primary constituency with Wor-Wic.

**WebAdvisor:**
WebAdvisor links to your student or employee account at Wor-Wic. You can register for classes, record address changes, check your financial aid and account balances, and make payments online. Logging into myWor-Wic gives you single sign on access to WebAdvisor. Once in WebAdvisor, you can return to myWor-Wic by clicking on the “Home” tab or on the “myWor-Wic” breadcrumb.

**My Links:**
Under “Manage My Links”; you can add quick links to your favorite websites.
**Wor-Wic Email:**

The first time you login to “myWor-Wic”, you will need to authenticate your credentials by logging in with the same username and password that you just used for “myWor-Wic”.

Click here at “Enter your credentials” and you will be presented with an Email Account Information page to enter your credentials. This process will take several seconds.

After the initial recording of your credentials, you will be logged into your email when you login to myWor-Wic. MyWor-Wic notifies you of the number of unread messages you have in your Wor-Wic email. Click the “unread messages” link to access your Inbox.

Close the email window to return to myWor-Wic. Logging off myWor-Wic will also log you out of your email.
**HOW TO LOGIN TO BLACKBOARD:**

**Blackboard:** In the My Blackboard Classes tab, you will find access to Blackboard.

Blackboard is the learning management system for Wor-Wic students. When you click on the Blackboard link, you will be able to access your Blackboard courses once you have signed on in Blackboard using your college username and password.
**Announcements & Events:**

**Announcements and Events:** Wor-Wic announcements and events will be posted in myWor-Wic on a regular basis. This will be the primary means of communicating important information on campus and replaces many of the email communications you have been used to receiving in the past.

**Calendar Options:**

**My Week:** “My Week” displays your personal calendar. Click on the date to display details for that date. To enter new calendar items, click on your unread messages to access your “Outlook Web Access”. Double-click on your calendar in folders to add or modify entries.
**Calendar Options:**

Once in calendar, choose the date on the calendar and double click the time box to add or edit the information.

"Save and Close" the entry to return to your calendar summary.

Return to myWor-Wic by closing Outlook Web Access (click the red "X"). This will return you to myWor-Wic.

Click the “Refresh” button on your “My Calendar” to display the new calendar entry.
**GETTING BACK TO THE HOME PAGE:**

When you move away from the home page, you can always click on the “myWor-Wic” graphic on the navigation bar OR on the “myWor-Wic” breadcrumb to go back to the home page.

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**LOGGING OUT:**

It is important that you logout of the portal when you are finished. To the right of the screen where it says, “yourname” you should see a drop down arrow. Click this to choose “Sign Out” to properly logout of the site.
SUPPORT RESOURCES:

For technical support, access the Information Services Help Desk by phone at (410) 334-2893.