* **Access**
	+ Start at the “Go WLU” Webiste ([www.westliberty.edu/go-wlu](http://www.westliberty.edu/go-wlu))
	+ Click on the “*WLU – Single Sign-On*” Box.
	+ Click on the button labeled “*AD – campus.westliberty.edu*”
* **Log In Page**
	+ Your initial login name is your WLU email before the @ symbol.
	+ Your initial login password is your 8- digit birthday (MMDDYYYY)
* **Password**
	+ You will then be prompted to update your password before you proceed. Password must contain:
		- At least 16 characters
		- One capital letter
		- One number
		- One symbol
* **Enroll in Self Service Reset Password Management system (SSRPM)**
	+ Click on SSRPM icon at the top of the page.
	+ Click Enroll
	+ This will assist in changing your password should you forget it in the future
* **Download Extension**
	+ To download the HelloID extension for most major browsers.
	+ Click on “Links” dropdown menu on the left side of the page.
	+ Click on “Download”
	+ Select the browser for which you want to install the extension
* **Applications to Navigate**
	+ **Handshake**: Student Employment processes
	+ **E-accounts**: You can track and add Topper Dollars to your TopperCard.
	+ **Gmail**: Access your WLU email.
	+ **DegreeWorks**: Track your academic progress, unofficial transcripts, analyze changes to academic major/minor.
	+ **Housing & Dining**: Access your room assignment, roommate information and dining assignment.
	+ **Student Health Portal**: Upload medical records required by WLU.
	+ **SAKAI**: Access online content for your academic courses.
	+ **TopperNet**: Sign up for our TopperNet alert system to be informed of emergencies impacting campus.
	+ **TutorTrack**: Request a free tutor to assist with any academic course.
	+ **WLU Directory**: Access contact information for any faculty, staff or department at WLU.
	+ **WLU Events Calendar**: Stay up to date on what’s going on around campus!