* **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!