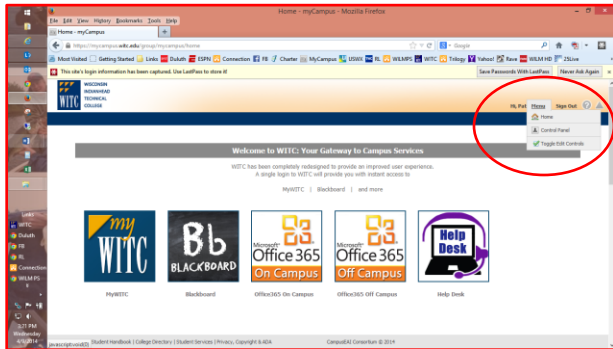
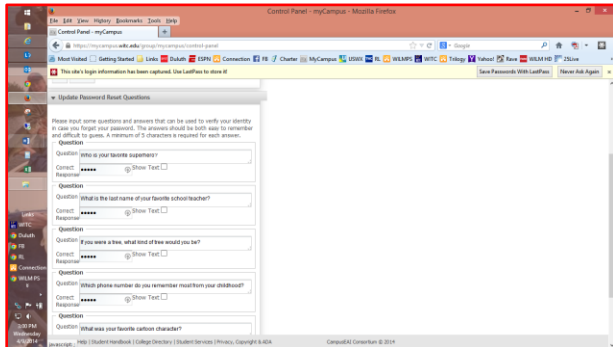


Change password or Modify Security Questions

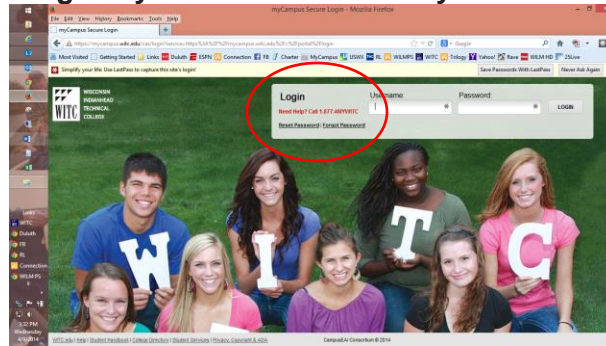


- Click “Menu” in the upper right corner of the MyCampus Single Sign-On Menu and then click “Control Panel”.



- This will display the Reset Password screen where you can enter the NEW password and again to verify.
 - If this is reset, next time you log into the MyCampus Single Sign-On Menu, you will use this new password.
 - **This change will also directly affect your WITC Network Password, so you will use this new password next time you log into the WITC Network.**
- You can also modify your 5 Security Questions here.

Forgot My Password? Reset My Password?



- From the log on screen, click the “Forgot Password” OR “Reset Password” link on the login page.
- You will be required to enter your student/employee ID to verify your account.
- You will be required to answer 3 of the security questions you setup.
 - NOTE: you will get 5 attempts to reset your password before you are locked out and required to contact the Help Desk for assistance. Upon each attempt, a new set of questions will be displayed.
 - You will be required to enter your new password.
 - Upon resetting your password, you will receive an email confirming the reset.

NOTE: Changing this password will directly affect your WITC Network Password, once changed, use this new password to log onto the WITC Network.

Always remember to either log off, or lock your computer when unattended. Never leave your computer logged in and unattended.

Press the Windows Logo Key + “L” to lock your computer. This locks your computer and requires you to log back in. CTRL + ALT + DEL keys and click “Lock” will also lock your computer.



Experience. Success.

WITC MyCampus Single Sign-On Menu

*Tips
&
Techniques*

What is the MyCampus Single Sign-On Menu?

- One-stop site for accessing all your important WITC applications.
- You no longer have to remember links, Usernames and Passwords, which increases user productivity.
- Access to MyWITC, Blackboard, eMail, Office365, Help Desk and more.



How do I access the MyCampus Single Sign-On Menu?

Located at the upper right corner on the WITC.EDU web site.

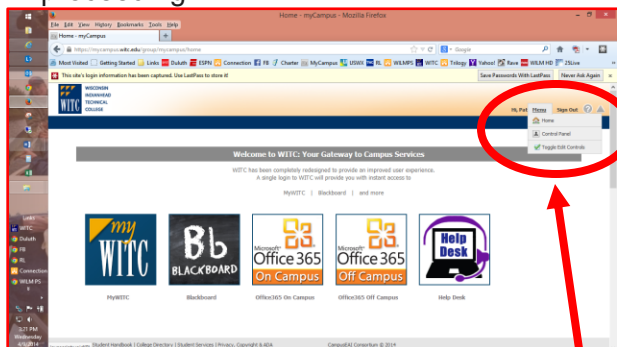
- **Students** will receive an email explaining how to access, otherwise they can access by going to:
 - <https://mycampus.witc.edu>
- **Staff** will receive an email explaining how to access, otherwise they can access by going to:
 - <https://mycampus.witc.edu>

How do I log into the MyCampus Single Sign-On Menu?

- **Username:** 8-digit Student or Employee ID
- **Password:** Your WITC Network Password

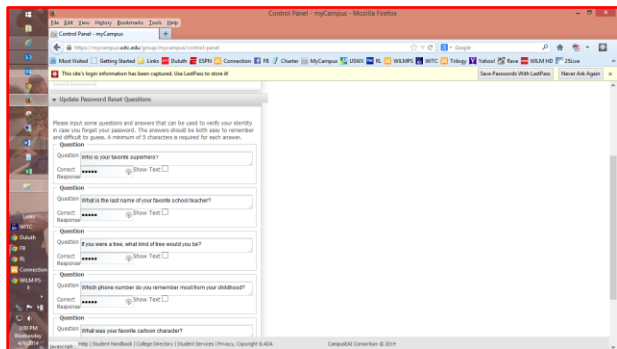
First Time Logging In

1. Upon your first attempt to log into the MyCampus Single Sign-On Menu, you will be prompted with the “Acceptance of Terms”. You are required to “Accept” before proceeding.



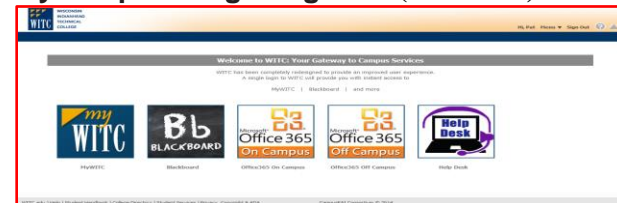
IMPORTANT! Required to setup Password Reset Questions before proceeding

1. **You are required to complete 5 security questions** that will be used when resetting your password. **IMPORTANT: Click Menu then Control Panel.**



2. **Ignore the password reset at the top.**
3. You are required to answer all 5 questions.
4. Each answer has a required five character minimum. For example, you cannot answer “Oak” but you could answer “Oak Tree”.
5. Click Save.
6. Click Menu, then “Go Home” to get to main menu.

MyCampus Single Sign-On (Students)



1. Each of the applications will display an icon/name. Click on the icon to access the application.
2. **First time logging into an application will require you to enter your login credentials for that application in order for the MyCampus Single Sign-On Menu to access the program you are requesting. Next time you click on the icon, it will auto-log you into the program.**

How do I get help?

Contact the 24/7 Help Desk at the following numbers:

- If off campus, call toll-free **1.877.4MYWITC (1.877.469.9482)**
- If on campus, dial **#7300**.

[Video Instructions for Changing Your MyCampus Password](#)