

Self-service Registration–Getting Started

My Portal - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Browse https://ps-web2.wilnc.com:449/psp/WITC/EMPLOYEE/EMPL/h?tab=WIH_GUEST

Search for Type search term(s) here Web Search

myWITC Guest Home

Sign On

User ID:

Password:

[Reset Password/Obtain Sign On](#)

Access to Reset Password/Obtain Sign On is limited to registered student users.

Sign On Instructions

1. **User ID:** Enter your student/employee ID Number
2. **Password:** If this is your first visit, follow these instructions: Enter (in CAPS) the **FIRST two initials** of your legal first name followed by the **FIRST two initials of your last name** and then the **LAST 4 digits of your social security number**.

Example: James (Jim) Jones' password would be JAJ09999
Example: Thomas (Tom) Olson's password would be THOL8888
3. After your first sign on, you will be required to change your password
4. Problems with My WITC? **Call the toll free Help Desk at 1-866-235-9500** or [visit FAQ's](#)

Protect yourself - Never share your password with anyone.

Welcome to MY WITC
What My WITC Can Do For You.

Benefit from self-service tools and resources located inside.
Customize My WITC to meet your needs as well as keep up with college and campus news.

Need more information? [Check out our Frequently Asked Questions.](#)

Prospective Students


[Admissions Information](#) [Request Info](#)

[Campus Locations](#) [Virtual Tour](#)

[Financial Aid Information](#) [Programs and Courses](#)

For a personal consultation, tour, or assistance with the admissions process please contact a campus [Admission Advisor](#). Visit [WITC's Website](#) for more information.

Weather Services

 [Current Weather](#)
[National Weather Service \(NW WI\)](#)
[National Weather Service \(W WI\)](#)

Click **sign in** - you can then reset your password if you wish at this point

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1. Go to **witc.edu** home page and click on **myWITC** icon in header to launch your welcome page.

2. In the sign on pagelet on left side of page enter your Student ID from your passport in User ID. For password use CAPS - First two initials of your first name and first two initials of last name and the last four numbers of your social security number - click **sign in**.

My Portal - Microsoft Internet Explorer provided by USF-IT

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Browse https://ps-web2.wilinc.com:449/psp/WITC/EMPLOYEE/EMPL/h?tab=WIH_MYPAGE_TAB

Search for Type search term(s) here Web Search

my WITC

Home Academics Finances Student Services Home Add Link Sign out My Links

Personalize Content Layout Thu, Apr 14, 05 9:58 AM FAQ's - Need Help?

Self Service Menu

- Personal Portfolio
- Admissions
- Financial Aid
- Enroll - Credit Classes Only
- Account Summary
- Academic Records
 - Course Catalog
 - Schedule of Classes

Change Password

Old password

New password

Confirm new password

[Need Help?](#)

OK Reset

WITC Locations

| | |
|--|--|
| Ashland Campus | Hayward Branch |
| New Richmond Campus | Ladysmith Branch |
| Rice Lake Campus | Washburn County Learning Center |
| Superior Campus | Shell Lake Administrative Office |
| Campus maps and driving directions | |

Welcome WITC Students

Welcome! You have entered **My WITC**, the gateway to your personal college information.

Browse through the tabs and check out the links within the pagelets (each window is a pagelet and contains valuable information). The *Self Service Menu* contains information about your financial aid, academic records, transcripts, class schedule and more. Other pagelets provide links to online learning, library databases, bookstores, Financial Aid links and Student Services information. Check back on a regular basis for new information and campus happenings.


Important! In mid-April, you will be able to register through **My WITC** for summer and fall classes.


My WITC allows for some personalization. [Click here for a portal personalization exercise.](#)


[Tell us how we're doing.](#) Your comments are important to future development of **My WITC**.


Thank you!

WITC Student News

 **Packaging for the 2005-2006 Award Year Begins Week of April 11!**
Don't be left behind! Get your information in ASAP.

 **HOLD on Student Record**
Students who have a HOLD on their student record will not be able to register for classes. Students should contact the Student Services Office as soon as possible to find out how to have the HOLD removed from their student record.

 **Your Individual Enrollment Appointment is Ready for Viewing**
Students can now view their individual enrollment appointment date and time.

 **Quick Resource Tips & Navigation Links**
Quick Resource Tips for My WITC has been created to help students navigate their self-service menu and includes a class schedule planning form.

[NEWS](#) | [Ashland Student News](#) | [New Richmond Student News](#) | [Rice Lake Student News](#) | [Superior Student News](#)

Done Internet

3. Click on **Enroll - "Credit Classes Only"** under self-service menu on left.

My Portal - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

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my WITC Home Add Link Sign out My Links

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Personalize Content Layout Thu, Apr 14, 05 9:58 AM

FAQ's - Need Help?

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Change Password

Old password

New password

Confirm new password

[Need Help?](#)

OK Reset

WITC Locations

| | |
|--|--|
| Ashland Campus | Hayward Branch |
| New Richmond Campus | Ladysmith Branch |
| Rice Lake Campus | Washburn County Learning Center |
| Superior Campus | Shell Lake Administrative Office |
| Campus maps and driving directions | |

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NEWS | [Ashland Student News](#) | [New Richmond Student News](#) | [Rice Lake Student News](#) | [Superior Student News](#)

5. Now click on "Enrollment Appointment"

View Enrollment Appointment - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

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Browse https://ps-web2.wilinc.com:449/psp/WITC/EMPLOYEE/SA/ej?url=https%3a%2f%2fps-web1.wilinc.com%3a446%2fservelets%2fclient%2f%2fW85APRD%2f%3f1CType%3dPanel%26Menu%3d5A_LE Go Address Links

Search for Type search term(s) here Web Search

my WITC Home Add Link Sign out My Links Help


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View Enrollment Appointment

Select Term

WITC Student  **Your name will be here.**

| Term | Academic Career | Institution |
|--------------------------------|-----------------|----------------------------|
| Fall 2005-06 | Undergraduate | WI Indianhead Tech College |
| Summer 2005-06 | Undergraduate | WI Indianhead Tech College |
| Spring 2004-05 | Undergraduate | WI Indianhead Tech College |
| Fall 2004-05 | Undergraduate | WI Indianhead Tech College |
| Spring 2003-04 | Undergraduate | WI Indianhead Tech College |
| Fall 2003-04 | Undergraduate | WI Indianhead Tech College |
| Spring 2002-03 | Undergraduate | WI Indianhead Tech College |
| Fall 2002-03 | Undergraduate | WI Indianhead Tech College |
| Spring 2001-02 | Undergraduate | WI Indianhead Tech College |
| Fall 2001-02 | Undergraduate | WI Indianhead Tech College |

Return to Academics



6. Select the college term in which you want to enroll.

View Enrollment Appointment - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste Address Links

Browse https://ps-web2.wilinc.com:449/psp/WITC/EMPLOYEE/SA/e/?url=https%3a%2f%2fps-web1.wilinc.com%3a446%2fservelets%2fclient%2fclient%2fW85APRD%2f%3f1CType%3dPanel%26Menu%3d5A_LE Go Address Links

Search for Type search term(s) here Web Search

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Enrollment Appointment

View Details **Fall 2005-06**

WITC Student
Undergraduate WI Indianhead Tech College

Session: 1 Regular Academic Session **Appointment Nbr:** 0008

Start Date/Time: 04/18/2005 - 2:00PM **End Date/Time:** 07/01/2005 - 12:00AM

| Units Limits | For the Term | For this Session | For this Appointment |
|----------------|--------------|------------------|----------------------|
| Maximum | 22.00 | 22.00 | 22.00 |
| No GPA Units | 0.00 | 0.00 | 0.00 |
| Audit Units | 0.00 | 0.00 | 0.00 |
| Waitlist Units | 6.00 | 6.00 | 6.00 |

[Select a Different Term](#) [Return to Academics](#)

Done Internet

You'll see the **earliest** date and time you can enroll. The end date tells you when registration and classes will be **open to the general public**.

You will want to complete your enrollment before this date to get the classes you need.

Enroll in a Class - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

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Browse https://ps-web2.wilnc.com:449/psp/WITC/EMPLOYEE/SA/ej/?url=https%3a%2f%2fps-web1.wilnc.com%3a446%2fservelets%2fclient%2f%2fW85APRD%2f%3f1CType%3dPanel%26Menu%3d5A_LE Go Address Links

Search for Type search term(s) here Web Search

my WITC

Home Add Link Sign out

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Enrollment

Select Enrollment Term

WITC Student

Please select a term in which to enroll.

| Term | Academic Career | Institution |
|--------------------------------|-----------------|----------------------------|
| Fall 2005-06 | Undergraduate | WI Indianhead Tech College |
| Summer 2005-06 | Undergraduate | WI Indianhead Tech College |
| Spring 2004-05 | Undergraduate | WI Indianhead Tech College |
| Fall 2004-05 | Undergraduate | WI Indianhead Tech College |
| Spring 2003-04 | Undergraduate | WI Indianhead Tech College |
| Fall 2003-04 | Undergraduate | WI Indianhead Tech College |
| Spring 2002-03 | Undergraduate | WI Indianhead Tech College |
| Fall 2002-03 | Undergraduate | WI Indianhead Tech College |
| Spring 2001-02 | Undergraduate | WI Indianhead Tech College |
| Fall 2001-02 | Undergraduate | WI Indianhead Tech College |

Internet

7. The screen will ask you to select the term that you are enrolling in - **Click on it.**

Enroll in a Class - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

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Browse https://ps-web2.wilinc.com:449/psp/WITC/EMPLOYEE/SA/ej?url=https%3a%2f%2fps-web1.wilinc.com%3a446%2fservelets%2fclient%2fclient%2fW85APRD%2f%3f1CType%3dPanel%26Menu%3d5A_LE Go Address Links

Search for Type search term(s) here Web Search

myWITC Home Add Link Sign out My Links Help

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Enrollment

View My Schedule **Fall 2005-06**

WITC Student Undergraduate WI Indianhead Tech College

You do not have a valid enrollment appointment at this time. You can view your enrollment appointments using the View Enrollment Appointment page.
Please select the blue hyper-link for each course to see important information regarding that class.

Our records indicate that you are not enrolled in any classes for this term.

To enroll in classes for this term, click [ADD CLASSES](#).

To select a different term, click [RETURN TO TERM SEARCH](#).

[Printer Friendly Page](#) [Select a Different Term](#)

Done Internet

If you try to enroll **before** your **enrollment appointment** you will see this screen.

Come back to enroll on or after your enrollment appointment time and date.

8. At the **View my Schedule** page you need to click on the **add class link at the bottom**.

This is the screen you will see when your appointment date and time has occurred.

Enroll in a Class - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

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Address: https://ps-web2.wilinc.com:449/psp/WITC/EMPLOYEE/SA/ej?url=https%3a%2f%2fps-web1.wilinc.com%3a446%2fservlets%2fclient%2f%2fW85APRD%2f%3f1Type%3dPanel%26Menu%3d5A_LE

Search for: Type search term(s) here Web Search

my WITC

Home Add Link Sign out

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Enrollment

Add Classes **Spring 2004-05**

WITC Student

Undergraduate

To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

WI Indianhead Tech College

After you have selected all the classes you want to add, click the SUBMIT button.

Verify your add was successful by checking the Add Status column.

After registering for your classes, click on the Account Summary menu item and then select Make a Payment. Your class registration is complete once you have paid or made payment arrangements.

If you need to drop a class, please contact your campus student services office.

| Class Nbr | Subject / Catalog# | Section | Units | Grading Option | Add Status |
|----------------------|----------------------|----------------------|-------|----------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending <input type="button" value="Delete"/> |

[Add Another Class](#)

Go to: [View My Schedule](#) [Return to Term Search](#)

Done Internet

You should have the class schedule that you have discussed with your advisor with you so that you can readily enter the classes you wish to take.

Enroll in a Class - Microsoft Internet Explorer provided by USF-IT

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Browse https://ps-web2.wilnc.com:449/psp/WITC/EMPLOYEE/SA/e?uri=https%3a%2f%2fps-web1.wilnc.com%3a446%2fservlets%2fclient%2fW85APRD%2f%3f1Type%3dPanel%26Menu%3d5A_LE Go Address Links

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Enrollment

Add Classes Spring 2004-05

WITC Student

Undergraduate To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

WI
Indianhead
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Verify your add was successful by checking the Add Status column.

After registering for your classes, click on the Account Summary menu item and then select Make a Payment. Your class registration is complete once you have paid or made payment arrangements.

If you need to drop a class, please contact your campus student services office.

| Class Nbr | Subject / Catalog# | Section | Units | Grading Option | Add Status | |
|----------------------|--|----------------------|-------|----------------|------------|---------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending | <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text" value="Enter Search Criteria"/> | <input type="text"/> | 0.00 | | Pending | <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending | <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending | <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending | <input type="button" value="Delete"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | | Pending | <input type="button" value="Delete"/> |

[Add Another Class](#)

Go to: [View My Schedule](#) [Return to Term Search](#)

javascript:submitAction_main(document.main,'CLASS_SRCH_WRK2_CLASS_SRCH_CRIT\$0');

9. You can type in the five digit class numbers for the courses you wish to take.

10. Then click the **Submit** button. If you receive a "Success" message in the Add Status column you are enrolled in all of your classes and no further action is needed. Next page contains other possible messages.

Other possible messages include:

■ **"Errors"** This message is the result of a problem such as a missing prerequisite, time conflict or a full class. Click on the error message link for further information.

■ **"Messages"** You will receive this status if you are retaking a class.

To view or print your schedule, click on the View My Schedule link. You can then print your schedule using your browser print function. Please note: in order to not cutoff the right side of your schedule, set your printer to landscape print mode.

Enroll in a Class - Microsoft Internet Explorer provided by USF-IT

File Edit View Favorites Tools Help

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Add Classes

Basic Class Search

Institution: WITCG WI Indianhead Tech College

Term: 1052 Spring 2005

Select at least 2 criteria below then click Search to see the results.

Subject: Microsoft Internet Explorer

Course: [Empty]

Course Career: [Empty]

Session: [Empty]

Campus: [Empty]

Location: [Empty]

Search [Advanced Search](#) [Return to Add Classes](#)

Subject: Microsoft Internet Explorer

Catalog: Maximum number of records found matching specified key(s) -- others not included in list. (4,2)
When performing a Lookup, the database returned more rows than can be accommodated in the list box.
Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

OK

If you do not know your class numbers, click on the **looking glass** next to the Class Nbr field and see the directions below for Searching the Class Schedule. When you click on the **looking glass** you will see this grey box - just click on **ok** - it will go away.

Then you can search for other available classes.

Enroll in a Class - Microsoft Internet Explorer provided by USF-IT

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Add Classes

Basic Class Search

Institution: WITCG WI Indianhead Tech College
Term: 1052 Spring 2005

Select at least 2 criteria below then click Search to see the results.

Subject:

Catalog Number:

Open Classes Only
 Open Entry/Exit Classes Only

Description:

Course Component:

Course Career:

Session:

Campus:

Location:

[Advanced Search](#) [Return to Add Classes](#)

■ In order to use the Class Search function in either the Basic or Advanced mode you will need to enter minimally two criteria for the search. Note: Open Classes Only is selected and is considered a search criteria. If you would like to see closed classes as well, deselect Open Classes Only.

TIP: A "closed" class is typically a class that is filled--there are no more slots available for enrollment, although students may be able to place themselves on a class waiting list if the waiting list functionality has been made active for a particular class.

■ Enter either the Subject code, catalog number or campus. If you would like additional search criteria, the Advanced Search link adds instructor name, start and end times and days of the week.

■ Once you have entered two search criteria, select the Search button.

The screenshot shows a web browser window titled "Enroll in a Class - Microsoft Internet Explorer provided by USF-IT". The address bar shows a URL from "ps-web2.wilinc.com". The page header includes the "myWITC" logo and navigation links for Home, Add Link, Sign out, and My Links. A left-hand menu lists various options like Personal Portfolio, Admissions, and Enroll - Credit Classes Only. The main content area is titled "Add Classes" and "Basic Class Search". It displays pre-filled information for Institution (WITCG - WI Indianhead Tech College) and Term (1052 Spring 2005). Below this, there are search criteria fields: Subject, Catalog Number (with an "Exact Match" dropdown), and checkboxes for "Open Classes Only" (checked) and "Open Entry/Exit Classes Only". There are also several empty dropdown menus for Description, Course Component, Course Career, Session, Campus, and Location. At the bottom of the form, there are three links: "Search" (highlighted in yellow), "Advanced Search", and "Return to Add Classes". A large red arrow points from the bottom right towards the "Return to Add Classes" link.

Once you have found the class you want, **return to add classes** and complete your enrollment.

11. Click on the **class select** button. After selecting the class the **Class Enrollment Options** page will display. Click on the **OK** button. Then continue to follow the instructions for **Enroll in/Add a Class**.