

## Getting Started Using WebCT – for students

Step 1: Make sure that you are using a compatible browser and computer set-up.

Go to <http://www.webct.com/tuneup> and walk through the steps based on version of WebCT 4.1 (CE)

Choose one of the following options... note that myUWG does have a 60 minute default time-out	
<p>Step 2. Go to <a href="http://webct.westga.edu">http://webct.westga.edu</a> – note that there is no “www” in this address.</p> <p>Step 3: Stop and read the directions on this login page. It reads....</p> <p>Your "WebCT ID" = your myUWG e-mail username (ex: jsmith12).</p> <p><a href="#">Click here to search for your myUWG assigned e-mail username/ WebCT ID and Password</a> - Put in either your SS# or your student 917#, in order to do the search.</p> <p>At the start of every term, your initial default "Password" is the last two digits of your birth year followed by the last four digits of your social security number. If you change your myUWG password, or Banner Password PIN, your WebCT password will not change.</p>	<p>Step 2. Go to <a href="http://myuwg.westga.edu">http://myuwg.westga.edu</a> – note that there is no “www” in this address.</p> <p>Step 3. Stop and explore your options. Note options for help...</p> <p>Your "myUWG User name" = your myUWG e-mail username (ex: jsmith12).</p> <p>If you do not know your username and password, choose the “Click Here” link under “How do I get a Username and Password?” Put in either your SS# or your student 917#, in order to do the search.</p> <p>At the start of every term, your initial default "Password" is the last two digits of your birth year followed by the last four digits of your social security number. If you logged on to Banner directly and changed your Banner Password PIN then you also changed your myUWG password – the 2 are linked together.</p>

### Why can't I see my course listed in myWebCT?

After you log in, if you can't see any courses on your myWebCT page it could mean either that your instructors are not using WebCT for the particular courses in which you are enrolled, or that they have not yet given you access to their online courses. The instructor must import the class roster before you will be able to access the course. Note that some instructors may wait up to two weeks into the semester before importing the roster.

### What if my WebCT ID or Password fails?

Try again. Make sure when you type it in that it is all lowercase AND with NO spaces. Do NOT attempt to type any letter in as uppercase or you will not be able to access WebCT. Make sure that Caps Lock and Num Lock is turned off. Try the default passwords noted above in Step 2. Remember that if you changed your myUWG or Banner password, that does not change your <http://webct.westga.edu> one.

### What if I still need help?

To get help learning how to navigate and use WebCT – go to <http://webct.westga.edu/public/ABCMERGER1111/index.html> and follow the directions to login to a tutorial course. Troubleshoot using the tips available at <http://distance.westga.edu/vitalinfo.html>

**WebCT Help:** Contact the Distance and Distributed Education (DDEC) Helpdesk at 678-839-6248 or [distance@westga.edu](mailto:distance@westga.edu).  
**Phone \*After-hours** Toll Free Number: 1-877-855-3238 \*  
Service hours: Monday-Friday 9:00AM-9:00PM EST / Saturday & Sunday 12:00PM-10:00PM EST

**myUWG Help:** Contact the Information Tech Services at 678-839-6587 or [helpdesk@westga.edu](mailto:helpdesk@westga.edu)