



## WELCOME TO UNIVERSITY OF WESTERN STATES!

Congratulations on your acceptance. As your IT department at UWS, we want to introduce ourselves and help you set up your information technology resources properly. Below you will find detailed instructions on how to access a variety of important technological services.

### HOW TO ACCESS UWS EMAIL

1. Here is your username and temporary password:

**Username (your email)** = [jsmitheee@students.uws.edu](mailto:jsmitheee@students.uws.edu)

**Temporary Password** = [HairFind79](#)

2. To access your UWS email, open <https://mail.uws.edu> in any web browser.
3. Once you are logged into the UWS email system, you need to change your above temporary password. Find the **Options** menu in the upper right corner of the webpage. Select “**change your password.**” The system will require you to supply a new password with nine characters or more.

### HOW TO LOGIN TO WEBCAMPUS

WebCampus is the UWS online classroom space. Here, students will find course material, assignments, some course grades and more. It is also where the online orientation will be held.

1. To login visit <https://webcampus.uws.edu/>.
2. Use the same login for the webCampus system as you do for your UWS email and UWS computer login.

**Username (your email)** = [jsmitheee@students.uws.edu](mailto:jsmitheee@students.uws.edu)

**Password** = your [permanent UWS email password](#).



### HOW TO LOGIN TO MY.UWS.EDU

MyUWS is where you will go for final grades, tuition statements, unofficial transcripts and class schedules.

To login, please visit <https://my.uws.edu/SelfService/Home.aspx>

2. To login to your MY.UWS.EDU account, please use **jsmitheee** with your permanent UWS email password.

**Username** = the part of your university email address to the left of the “@” sign.

### HOW TO LOG ON TO A CAMPUS COMPUTER

UWS provides students computers throughout campus, mainly in the library and the new digital learning lab.

1. To log on to a university/campus computer, use the same login information as you do for your UWS email.

**Username (your email)** = [jsmitheee@students.uws.edu](mailto:jsmitheee@students.uws.edu)

**Password** = your permanent UWS email password that you changed after your initial log in to your email.

### HOW TO LOGIN TO LIBRARY DATABASES

1. To login, please visit <https://www.uws.edu/library/library-databases/>.
2. To access the library databases input your username, **jsmitheee** (not your full email address) with your permanent UWS email password.

**Username** = the part of your university email address to the left of the “@” sign.

**Password** = your permanent UWS email password.



## STUDENT ID ASSIGNMENT

The university uses a nine digit number to identify your permanent records such as the transcript, registration, grade reports, enrollment certifications, student accounts, etc. This will be referred to as your “student ID number.”

UWS does not disclose this number to individuals or agencies outside of the university, and UWS strongly encourages you to keep this number protected. *Do not, under any circumstances, share this ID number with your fellow students or anyone outside of UWS.*

## HOW TO ACCESS IT HELP

If you have any difficulty accessing your UWS email or any UWS IT system, please contact us by sending email to [ITsupport@uws.edu](mailto:ITsupport@uws.edu) or call [503-251-2831](tel:503-251-2831).

As a department, our goal is to ensure you have everything you need to focus on what’s important - your education. We are here to serve you and provide the technological assistance and support you need.

Thank you,

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