

Accessing Your Portal

Script

Crystal

Screen print of weber.edu w/ eweber login highlighted.

Slide 2: As soon as you're admitted to Weber State, you'll want to set up your eWeber account. Your eWeber account provides access to your student email account, financial aid and scholarships and so much more. To set up your eWeber account, go to weber.edu and click on the 'password help' link under the eWeber login field. Once you click on 'password help', choose 'get your wildcat username'.

Slide 3: Here you'll need to enter your birthdate and social security number. Remember to use the format provided for your birthdate and to leave out the dashes in your social security number.

Note: If you receive an error similar to this

Sorry, there was an error. Please double check your birthdate and SSN and try again. If the problem persists, contact computing support at 801-626-7777

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After clicking 'continue', you'll be assigned your wildcat username and temporary password. This user name is different from your W# assigned when you were admitted. You'll want to copy the temporary password for now. You'll be changing it to a password of your choice on the next screen.

Slide 4: Choose 'change password' on the next screen. When setting up your password, be sure to choose something you'll remember. In your password, you'll need to include at least 1 capital letter, 1 lowercase letter, 1 number and it will need to be between 8-32 characters long. In addition, you can set up security questions to help identify who you are if you forget your password.

Slide 5: Once your password is set up, return to weber.edu and enter your Wildcat user name and new password and choose 'submit' to log into your eWeber portal

Kurtis

Slide 6: Personal Profile/Academic record (W#, unofficial transcript, address, POS)

The first tab we'll focus on is the student services tab. Under the 'personal profile' menu, you can find your W#. You'll use this for the testing center, and for communicating with campus offices. You can update your address or phone number here online as well. Name changes can be submitted through the Registrar Solution Center (Can this be a hyperlink to their webpage).

Slide 7: Under the 'academic record' menu, you'll want to verify your program of study. If you need to change this at any time, simply contact the academic department for your desired major, and they can

make the change. You can find a contact list of academic advisors and departments at weber.edu/advisors. If you need to print an unofficial copy of your transcripts, this can also be done here. Official transcripts or enrollment verification request can be completed by clicking on this link. You can view any academic or financial holds on your account here as well.

In addition, if you plan on leaving for military, humanitarian or religious service, you may want to choose someone to act on your behalf while you're gone. To do this, you'll complete the 'student information release form' in this menu. For more tips on what to do to prepare, visit weber.edu/returntoweber.

Crystal

Scholarship Application

Financial Aid Application

Slide 8: Information regarding your financial aid and scholarships can be accessed in the 'financial services' menu. Remember, to be eligible for financial aid, you need to first complete the FAFSA. Once this is submitted, it will take approximately 10 business days to reach Weber State. At that point, you'll need to complete the Weber State financial aid application here. To apply for scholarships at Weber State, be sure to complete the scholarship application for the correct academic year. This application is used by Weber State campus departments for various awards. This application becomes available for the next school year on September 1st of each year. For more details on types of financial aid available, click here (hyperlink to definitions/terms section)

Once you complete the financial aid and scholarship process, you can view your financial aid awards under 'my award information'. This is also where you'll determine which awards you'll want to accept.

After you've registered for classes, you can view what you owe for tuition by choosing 'view/pay tuition and fees'. (show this screen) You can also set up a payment plan here as well. Payment plans allow you to combine the cost of tuition, fees, housing, as well as books and technology from the bookstore, and break up the cost into 3 or 4 payments. For more information, click here (show hyperlink for payment plans).

Slide 9: Registration

We'll explain how to register for classes in a future module. However, if you plan on taking online classes, you will want to remember this WSU online icon. This is how you will login to class.

Kurtis

Slide 10: Parking Services

In order to park on the Ogden or Davis campus, you'll need to purchase a parking pass.

Slide 11: Let's look at a map of campus to see the available parking lots. (Show the campus map) Incoming students will have three options for parking passes. The first option is to purchase a W parking

pass. The W parking pass allows you to park in any of the W parking lots (the purple lots on this map). This pass is approximately \$70 a year. If you live on campus, you'll want to purchase a RW permit which will allow you to park in the W parking lots as well as housing parking lots. Your third option is to purchase a D parking pass for approximately \$25 a year. This will allow you to park in the Dee Event Center parking lot and ride the shuttle to campus. If you plan on taking classes during the day at Davis Campus, you'll also need to purchase a W parking pass.

Slide 12: All of these permits can be purchased here in your eWeber portal.

Crystal

Slide 13: CatTracks

In your eWeber portal you also have access to a very important tool; your CatTracks or degree evaluation report. This report will list all of your academic courses. For example, if you are transferring credit from another school, if you took concurrent enrollment classes, if you've submitted your AP test scores for credit.....all of this information will show on your CatTracks report.

Slide 14: This report will list your major or program of study, GPA and your progress towards graduation based on your degree and major. Remember, to change your program of study by contacting an academic advisor in your department.

Slide 15: This report will list general education requirements (pause)

Slide 16: as well as major requirements. Any courses you've previously taken will be listed here or under elective courses.

Slide 17: You can also use the 'what if' tool to see how many courses you'd need to take for a different degree. This report will be important to review during your academic career. Your Academic Advisor will use this report when meeting with you as well. We'll discuss Academic Advising in the next module.

Kurtis

Slide 18: Wildcat Mail

All official communication from Weber State will come through your Wildcat Mail, so you'll want to check this account often. We use Google for your Wildcat Mail account so there's always the option to forward it to another email account if that's easier.

Slide 19: Now if we move to your 'my weber' tab, you have additional resources here.

My Weber Tab

Another option for transportation is to take advantage of the UTA EdPass. The UTA EdPass is \$20 for the year and allows you to ride the FrontRunner, Trax system and bus system without any additional fees. This pass can be purchased here in your eWeber account.

Slide 20: To sign up for Code Purple, Weber's emergency notification system, click on this link. Here, you can enter your cell phone, home phone, parent or spouse phone as well as email address. If a campus emergency occurs, text messages will be the quickest most efficient way to receive the message. The information you provide here will only be used in the event of an emergency.

Slide 21: Here, under the 'today's events and announcements' tabs, you can keep up to date on anything happening on campus from workshops to blood drives to prize drawings.

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Slide 22: Now that you've completed this tutorial, we highly recommend setting up your own eWeber account. You can always view this tutorial at the same time if you have any questions. Once you've set up your account, be sure to come back to this course and take the quiz on how to access your eWeber portal. Then you'll be ready to move on to the next module on Academic Advising.