**Web4U@WWU**  
**UNIVERSITY INFORMATION SYSTEM**

**Web4U** is Western’s online information system for students, alumni and personnel. It’s password-protected, secure and private. As a student at Western, you can conduct the following business on Web4U:

- **Personal Information**
  - View/update your address & phone number
  - View/update emergency contact information
  - Change your PIN or security question.

- **Student Services & Financial Aid**
  - Register for classes
  - Display your class schedule
  - View holds
  - Make online payments
  - View grades & print your unofficial transcript
  - Review financial aid requirements & awards.

**Login Tips**

**User ID:** Enter your Western ID number using an uppercase **W** followed by eight numerals. (example: W00001234)

**PIN:** Consists of your birthdate in lowercase **ddmmmyyyy** format (e.g., 15jan1991)

*If you’ve attended Western before,* your PIN will be the same as when you last attended. If you need assistance remembering your PIN, contact the Registrar’s Office. Have your WWU ID handy.

*If you are new to Western,* your PIN will be your birthdate in **ddmmmyyyy** format (e.g., 15jan1991; make sure to use lowercase letters for the month). If your birthdate isn’t on file, your PIN may be the first two characters of your last name (lowercase) followed by the first six digits of your Social Security Number.

**Caution:** Repeated entry of an incorrect User ID or PIN will automatically block your access to Web4U. Contact the Registrar’s Office for login assistance. Have your WWU ID handy.

**www.wwu.edu/web4u**

**myWestern**

**YOUR STUDENT EMAIL ACCOUNT**

**MyWestern** is your official email account for all University communication. Messages about tuition, enrollment, financial aid, and other administrative business can reach you quickly and reliably via your MyWestern account. Educational Administration Program personnel regularly interact with students by email. Please activate your MyWestern account, memorize your username and password, and check your inbox regularly. Go to MyWestern from any computer with an Internet connection.

*If you’ve attended Western before*—and used your MyWestern account—your official admission to this program will automatically re-activate your previous account. If you need assistance remembering your username and password, contact the ATUS Helpdesk. Have your WWU ID handy.

**Account Activation**

*If you are new to Western,* you will need to complete the one-time activation process at www.wwu.edu/activate.

1. Sign in with the same Western ID and PIN you use for Web4U.
2. Read and agree to the Acceptable-Use Policy.
3. Create some security questions.
4. Create your MyWestern password. (Read instructions carefully!)
   - Example password: PA55!wrd
5. Successful creation of a password will generate your username and email address.
   - Example username: viking
   - Example email address: viking@students.wwu.edu

**www.wwu.edu/mywestern**

HELP: ATUS Helpdesk • 360.650.3333 • helpdesk@wwu.edu
Welcome, new student!

EDUCATIONAL ADMINISTRATION PROGRAM • WOODRING COLLEGE OF EDUCATION

Program Headquarters
Educational Administration Program
Western Washington University
516 High Street – Miller Hall 417A
Bellingham, WA 98225-9087
Phone: 360.650.3708
Fax: 360.788-0708
Toll Free: 866.913.3323

Program Website
Our website is loaded with everything you need to plan your course of study, register for classes, buy your textbooks, and find your classroom. It also links you to vital University resources like Web4U, MyWestern, the Graduate School, and Western Libraries. Get organized; get to class; change the world!

www.wce.wwu.edu/depts/edad

Program Advising
Program advising is offered each quarter to current and prospective students. New students are strongly advised to attend a session early in their program. The agenda includes an overview of State requirements for school leaders, tools for planning your coursework, and help with online registration. No appointment needed.

Prospective candidates are invited to explore program options (10:00 AM – Noon) at an upcoming information session. Verify dates and location on the “Important Dates & Deadlines” page on the Educational Administration website prior to meeting: http://www.wce.wwu.edu/Depts/EDAD/

Dates Offered:
Saturday December 6, 2014
Saturday March 14, 2015     Saturday June 6, 2015

Location:
Everett Community College • 2000 Tower Street • Everett, WA 98201
(Gray Wolf Hall, Room 162)

Driving Directions:

► Heading North on I-5:
  ● Take Exit 195 and turn left onto E. Marine View Drive.
  ● Go one half mile to 16th Street and turn left.
  ● Follow 16th Street to Broadway.
  ● Turn right onto Broadway and continue to Tower street and turn left.
  ● Follow Tower Street two blocks and continue left to the main college entrance and campus parking lot to your right.
  ● The building will be on your right; parking is on the left.

► Heading South on I-5:
  ● Take Exit 198 and follow the highway south into Everett to Tower Street and turn right.
  ● Follow Tower Street two blocks and continue left to the main college entrance and campus parking to your right.
  ● The building will be on your right; parking is on the left.