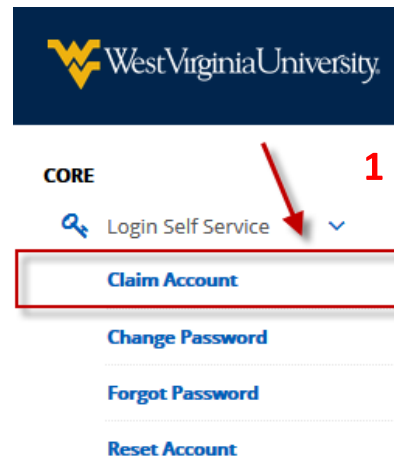


Activating your Login

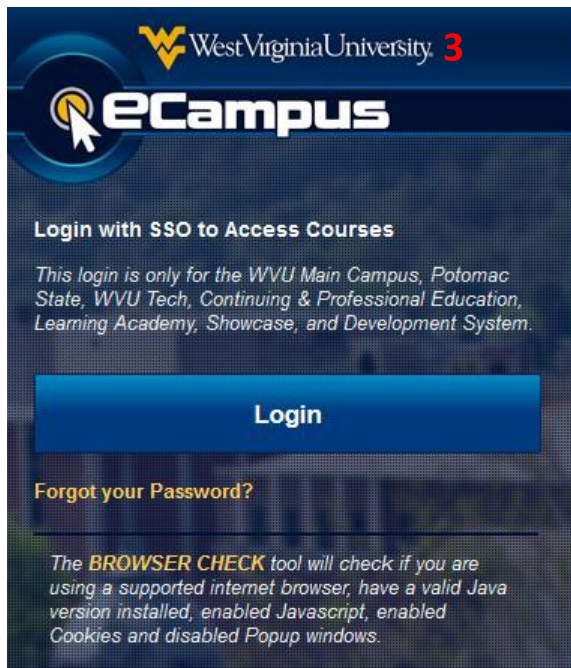
The eCampus course management system requires that your Login credentials be current, so follow the steps below to activate your Login if you have not done so already.

1. Using your name, date of birth, and WVU ID (700 or 800 #), go to <https://login.wvu.edu> and select "Claim Account."
2. Complete:
 - a. Validation question
 - b. Answer a security quiz
 - c. Set your security questions (if you complete the security quiz, your password will be valid for 180 days instead of the default of 90 days. You will receive an email prior to expiration).

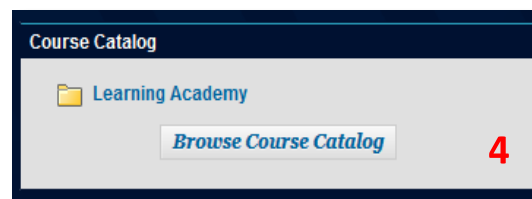


Self-Enrolling

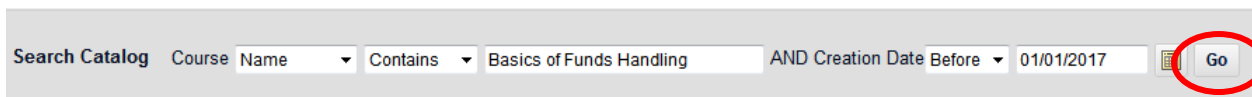
3. Go to eCampus at <https://ecampus.wvu.edu>. Click the "Login" button. Enter your Login and password.



4. Click on the **Browse Course Catalog** button in the **Course Catalog** module under the **My WVU eCampus** tab.



5. Enter **Basics of Funds Handling** in the **Search Catalog** field and click **Go**.



- Click the **Chevron** next to **Basics of Funds Handling -Cashiering 2017** and select **Enroll**.

Course ID ▲	Course Name
LA.Basics-of-Funds-Handling-Cashiering-2017	Basics of Funds Handling Cashiering 2017

- Enter the **Access Code** provided and click **Submit**. (Access Code fAr2DKRP).

Access Code	<input type="text" value="fAr2DKRP"/>
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The system will take the user to a confirmation page. Once the user clicks **OK** at the bottom of the page, they will be sent directly to the course they just enrolled in. The user may begin working in the course immediately.