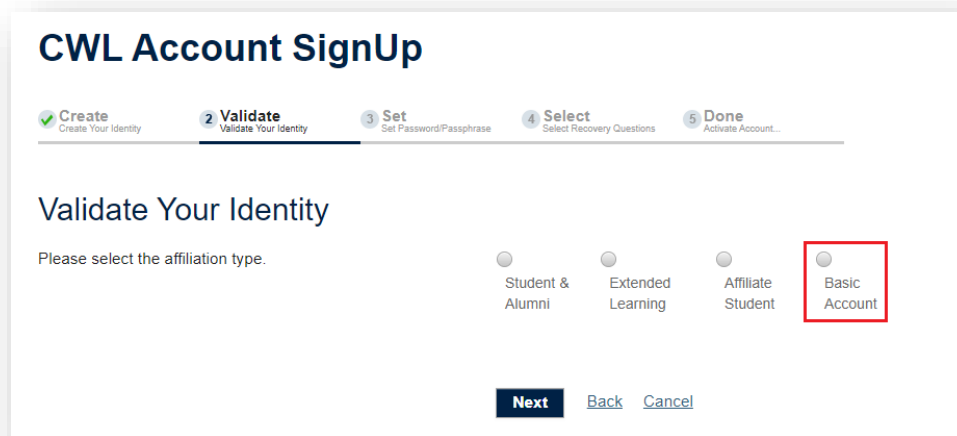# How to create a campus-wide login (CWL) account

If your course or program requires a CWL, follow these steps. If you already have a CWL, you do not need to create a new CWL.

- Go to [Campus Wide Login (CWL) Account SignUp](#).

- At the bottom of the screen, click **Create New CWL.**

- The sign-up process is split into five stages; (1) *Create Your Identity*, (2) *Validate Your Identity*, (3) *Set Password/Passphrase*, (4) *Select Recovery Questions*, and (5) *Activate Account*. Fill out all requested fields in all the stages.
  - Stage 2 will ask you to select an affiliation type–select **Basic Account**.

- After completing all the stages, check your email. An activation email will be sent to the provided email address. Follow the instructions within the email to activate your account.
  - Please note that you will have 72 hours to activate your account. Otherwise, it will be removed from the system.