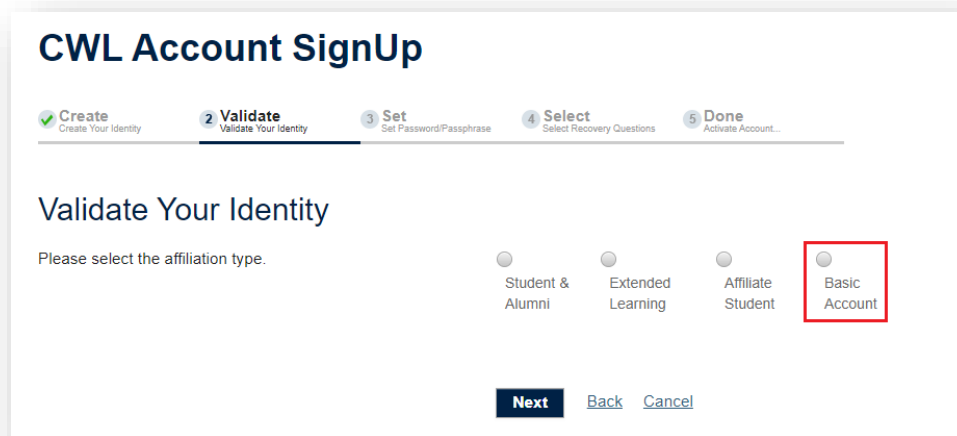


# How to create a campus-wide login (CWL) account

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**.



The screenshot shows the 'CWL Account SignUp' interface. At the top, there is a progress bar with five stages: 1. Create (Create Your Identity), 2. Validate (Validate Your Identity), 3. Set (Set Password/Passphrase), 4. Select (Select Recovery Questions), and 5. Done (Activate Account...). The current stage is 'Validate Your Identity'. Below the progress bar, the text reads 'Please select the affiliation type.' There are four radio button options: 'Student & Alumni', 'Extended Learning', 'Affiliate Student', and 'Basic Account'. The 'Basic Account' option is selected and highlighted with a red rectangular box. At the bottom of the form, there are three buttons: 'Next' (in a dark blue box), 'Back', and 'Cancel'.

- 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.