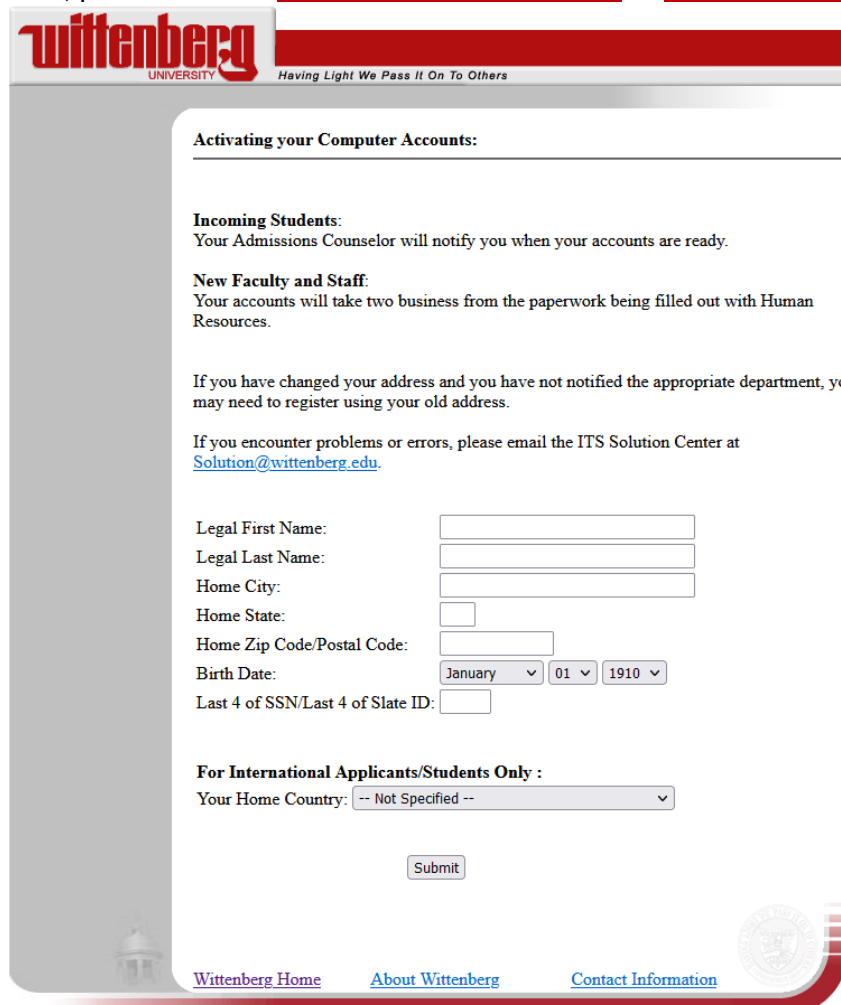


## How to set up your Wittenberg account

Go to <https://www7.wittenberg.edu/reguser/>

1. Complete the form with the information provided to Human Resources.
  - Be sure to capitalize both letters in the state (ex: OH)
  - Do not complete Home Country unless you are an international candidate
  - Graduate Assistants: If you get an error, please reach out to admission for the last 4 of your slate ID
  - Any other errors, please contact [hure-mail@wittenberg.edu](mailto:hure-mail@wittenberg.edu) or [solution@wittenberg.edu](mailto:solution@wittenberg.edu)



The screenshot shows the 'Activating your Computer Accounts' page on the Wittenberg University website. The page has a red header with the university logo and the motto 'Having Light We Pass It On To Others'. The main content area is white with a grey border. It contains the following text and form fields:

**Activating your Computer Accounts:**

**Incoming Students:**  
Your Admissions Counselor will notify you when your accounts are ready.

**New Faculty and Staff:**  
Your accounts will take two business from the paperwork being filled out with Human Resources.

If you have changed your address and you have not notified the appropriate department, you may need to register using your old address.

If you encounter problems or errors, please email the ITS Solution Center at [Solution@wittenberg.edu](mailto:Solution@wittenberg.edu).

Legal First Name:

Legal Last Name:

Home City:

Home State:

Home Zip Code/Postal Code:

Birth Date:

Last 4 of SSN/Last 4 of Slate ID:

**For International Applicants/Students Only :**  
Your Home Country:

At the bottom of the page, there are three links: [Wittenberg Home](#), [About Wittenberg](#), and [Contact Information](#). There is also a small circular logo on the right side of the footer.

2. After submitting successfully, read through the policy and scroll down to the bottom to accept.
3. Follow instructions to create your password. Take note of your username, email, and password.
  - After creating your password, your account will be set up. Please note, it may take a few hours or overnight for everything to set in correctly.