Setting up your “Witt” Account
Log on to www.wittenberg.edu

1. Click on the small “lock” or “myWitt” indicated by the arrow above. This will take you to myWitt, Wittenberg’s Intranet Portal screen.
2. Under the login boxes (username and password) "click on “If you are a new student, faculty, staff…”"
3. Please fill out the form with required information. The information should be the same as that provided to Human Resources.

4. Click ‘Submit’
NOTE:

5. If you mistyped information you will see this screen. Please re-enter information and click ‘submit’.

6. If the system still brings you back to this page, please enter an email address in the space provided. Solutions will contact you using this email address when the problem has been rectified.
7. If you successfully enter your personal information you will be taken to the page seen above. Please scroll to the bottom of the page and click on “I accept the policy”.
8. Follow the instructions to create your password
9. Create your password
10. Complete the password recovery section and then click “submit”
12. This last page will be similar to the one above to inform you that your account has been successfully created. You may now login into the myWitt, Wittenberg’s Intranet Portal screen with your username and password.