Accessing Your ‘Student Center’ and ‘To Do List’ in PRISM

1. Go to uwc.edu or your respective UW Colleges campus homepage.

2. At the top left of the page, click **PRISM**.

3. **Login** to PRISM with your username. Your username is the first part of your email, before the @students.uwc.edu. The password will be the same as your email password.

4. Click **Submit**.
5. On the Left Navigation panel, click **Self Service**.

6. Of the options available, click **Student Services Center** (it may also say Student Center).

7. Welcome to your **Student Center**!

8. On the right, you will see a section called **To Do List**.

**Note:** If you are missing anything, it will in your To Do List.

For example, it may say High School Transcript, Application Fee or Official College Transcript. To figure out how to get the item off your To Do List, click the item. You will then be told in detail how to get the missing item to the campus.

If there is nothing listed in your To Do List, we don’t need anything from you at this time.

Also note the **Holds** section above your To Do List. If there is anything listed there, you will also want to click it to figure out what you need to do to remove the item from your Holds.