

University of Wisconsin Colleges Student Financial Aid Applicant:

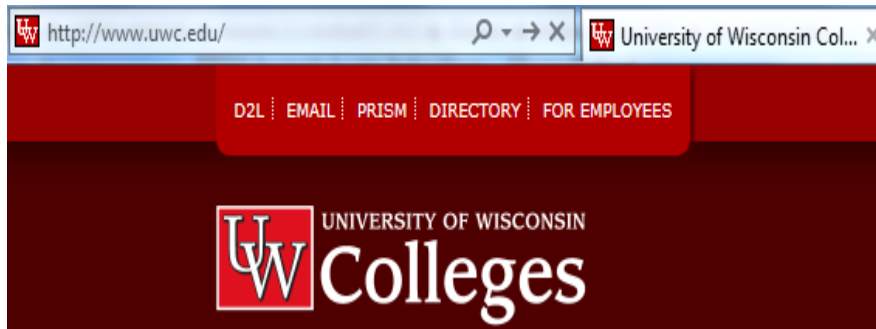
If you have not done so previously, follow the five outlined steps to establish your User Name and Password that you will need to access PRISM, the University of Wisconsin Colleges' Student Information System.

You will use PRISM to review your student financial aid awards and indicate the intended action as to the aid offered, to register for classes, to view grades, and for other important administrative activities.

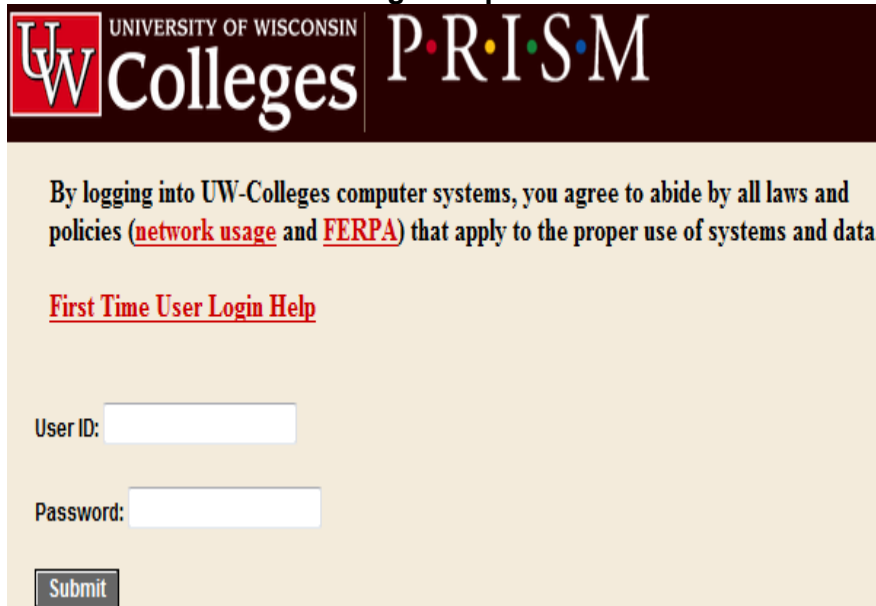
The same User Name and Password will be used to access your UW Colleges email account.

After you have your User Name and have created a Password, note both to be able to log in to PRISM later. Keep your Password in a secure place; never share it with anyone.

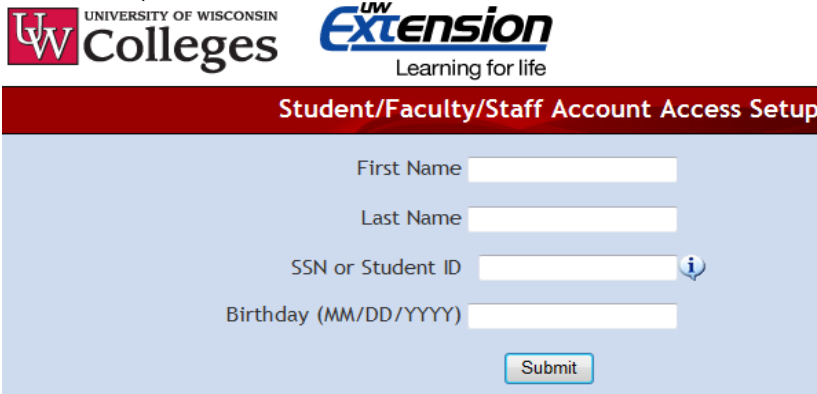
1. Go to the UW Colleges homepage at www.uwc.edu and click on the [PRISM](#) hyperlink in the upper left-hand corner.



2. Click on "First Time User Login Help"

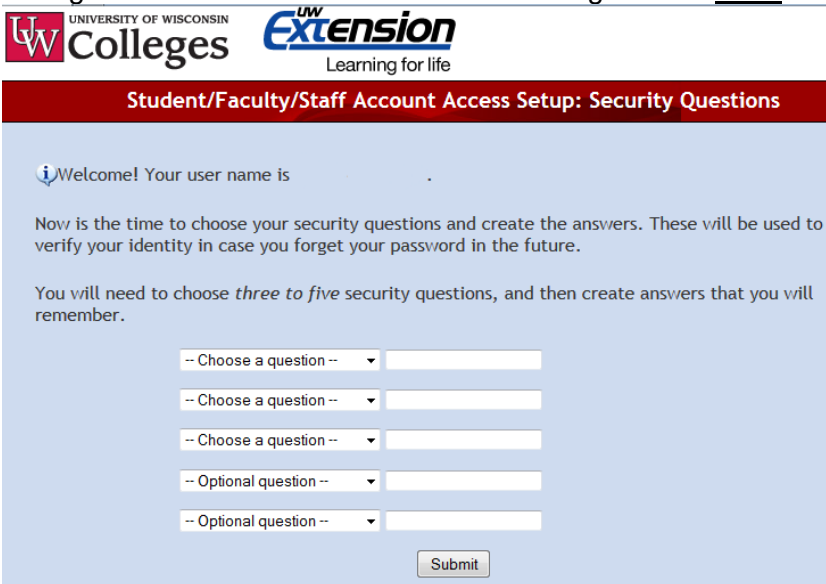


3. Enter your **“First Name, Last Name, Social Security Number or SSN, and Birthday”** and verify that they are accurate before hitting the **“Submit”** button. Enter your full first name as opposed to a nickname (use Elizabeth instead of Liz, William instead of Bill, etc.).



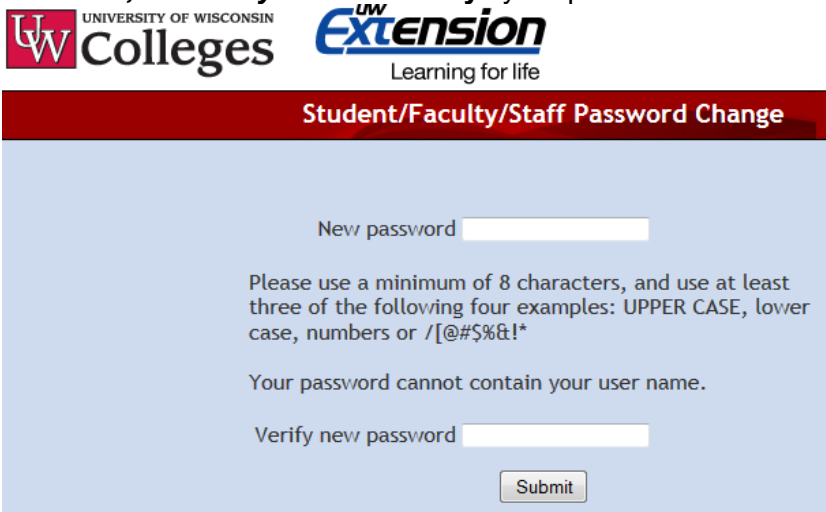
The screenshot shows the 'Student/Faculty/Staff Account Access Setup' form. At the top left is the University of Wisconsin Colleges logo, and at the top right is the UW Extension logo with the tagline 'Learning for life'. The form has a red header bar with the title 'Student/Faculty/Staff Account Access Setup'. Below the header, there are four input fields: 'First Name', 'Last Name', 'SSN or Student ID' (with an information icon), and 'Birthday (MM/DD/YYYY)'. A 'Submit' button is located at the bottom right of the form.

4. You will be directed to a page that provides your User Name/ID. Your User Name is comprised of the first four letters of your last name, the first letter of your first name, and the last four digits of your UW Colleges Student ID Number. After answering at least three of the security questions, click **“Submit”**.



The screenshot shows the 'Student/Faculty/Staff Account Access Setup: Security Questions' page. At the top left is the University of Wisconsin Colleges logo, and at the top right is the UW Extension logo with the tagline 'Learning for life'. The page has a red header bar with the title 'Student/Faculty/Staff Account Access Setup: Security Questions'. Below the header, there is a welcome message: 'Welcome! Your user name is .'. Below this, there is a paragraph explaining that the user should choose security questions and create answers. Another paragraph states that the user needs to choose three to five security questions. There are five dropdown menus for selecting questions, each followed by an input field for the answer. The dropdown menus are labeled: '-- Choose a question --', '-- Choose a question --', '-- Choose a question --', '-- Optional question --', and '-- Optional question --'. A 'Submit' button is located at the bottom right of the form.

5. Create a **“Strong Password”** that is at least 8 characters long, using **UPPERCASE, lowercase, numbers, and/or symbols**. **“Verify”** your password and then click **“Submit”**.



The screenshot shows the 'Student/Faculty/Staff Password Change' page. At the top left is the University of Wisconsin Colleges logo, and at the top right is the UW Extension logo with the tagline 'Learning for life'. The page has a red header bar with the title 'Student/Faculty/Staff Password Change'. Below the header, there is an input field for 'New password'. Below this, there is a paragraph explaining the password requirements: 'Please use a minimum of 8 characters, and use at least three of the following four examples: UPPER CASE, lower case, numbers or /[@#%&!*'. Below this, there is a paragraph stating 'Your password cannot contain your user name.' Below this, there is an input field for 'Verify new password'. A 'Submit' button is located at the bottom right of the form.