Midwestern University
Account Setup Directions for Residents
(last updated 3/15/2016)

**Library Access:** Once your Midwestern account is setup, you will be prompted to login with your new user name and password when you go to licensed library resources from the library homepage at [http://library.midwestern.edu](http://library.midwestern.edu)

**For Alumni:**
- Residents who are alumni will use the same user name and password used for access to MWU email and the MWUNET site.

**Alumni - if you forgot your password:**

Go to [www.midwestern.edu](http://www.midwestern.edu)

Then click on the MWUNET link.

On the login screen click the Help link and follow the directions.

**For All Other Residents:**

***Setting up your account:** - Account set up only needs to be done once

1. Go to [https://www.midwestern.edu](https://www.midwestern.edu), click on MWUNET
2. Select **Account Setup**

3. Select **Resident Account**
4. Enter the information:
   * Your Resident ID number will be given to you
   * Please use your zip code
   * Last name

5. The next screen will prompt you to set up a password

6. The password requirements/rules will turn green when a valid password has been entered in both the New Password and Confirm Password fields.
7. The next screen provides your **user name**. 
   ****Please print the screen or make a note of your user name
   Your user name will be formatted as FIRST.LAST  (Example: John.Doe)

   **Account Setup**
   
   IMPORTANT: Please print this page for your records.
   
   Your account has been created successfully.
   Your User name is first.last
   Please Click Here to login.

8. Click on the **"Click Here"** prompt. This will bring up the next screen (below) where you will login with your user name and password. Enter your User Name, click “Secure Login”.

9. Enter your password, click “Secure Login”.
10. Security Profile Setup: Select a passphrase, enter PIN and select a security image. Click “Update Account”.

11. Challenge Question Setup: This MUST be completed in order to finalize your account set up.

**Please note the following:**
- For security and password retrieval we require the following:
  - A security question
  - Your date of birth (only used for password retrieval)
    - The Date of Birth listed here represents the date we set up your preceptor account in the old PEMS data base
    - **Please update this to your actual DOB**- follow the directions given
  - A non-MWU email account
    - Required to reset a lost password
12. If you indicate “Yes” that your DOB and email address are correct (or provide your DOB if none on file), click “Submit”. You will be prompted for your PIN number to save your information.

13. If successful, you will see the following:

If a DOB was on file for you and you indicate it is incorrect, you will be provided with a field in which to enter your correct DOB.
Residents account set up instructions updated 9/2014

Please note: An attempt to submit the page without entering a “correct” date for the DOB results in a submission error as it is a required field if you have indicated the DOB we have on file is incorrect.

Date of Birth is a required field.

If you indicate the email is incorrect, you will be prompted to update it.

If you did not provide a cell phone number, you will be prompted to update it.

Enter your information and click “Continue”.
14. You will then be redirected to the address verification page. If you have no further changes, click “My Information is Correct”.