**STEPS FOR SIGNING ONTO WEBCT**

Log onto [http://my.kings.edu](http://my.kings.edu)

On the right hand side under Technology Links, click “Change Password”

This will bring up the King’s College Password Change Page

Put in your User Name (This is your full first and last name; no spaces between your name. For Example John Doe is johndoe)

Then put in your Old Password (Which is your Student ID# minus the first 0)

Your student ID# is located on your schedule or student ID card.

You must choose a New Password (And it must be at least 5 characters)

Now you must confirm your New Password

Click OK and your password is reset!

Navigate to [http://www.kings.edu/webct](http://www.kings.edu/webct) and login using your username and new password and you should be into WebCT

If the myWebCT Page (listing your courses) does not appear, email webct@kings.edu or call Pete (570-208-6036) or Melody (570-208-5814)

It is suggested that you sign up for Password Station (located under Technology Links on [http://my.kings.edu](http://my.kings.edu)) to better equip you for possible password issues. This allows you to reset your password based on a series of questions instead of contacting help@kings.edu and waiting for us to assist you.