## How to Sign in to the WCU Library System

### STEP ONE
- Visit the WCU website at [www.westcoastuniversity.edu](http://www.westcoastuniversity.edu)
- Click on the **Academics** tab on the top bar of the page
- Scroll down and click on the **Library** icon
- On the left hand side of the screen click on **My Library Account**

### STEP TWO
- Click on the **Set/reset password** link at the bottom of the Sign In box
- Type in your **Library ID**. Your library ID is the same as your username for your assigned West Coast University student email account. This is often your first initial and full last name, including any additional characters before the @ symbol.
- Click on the **Request new password** link
- Check your WCU student email account for an email from Library Password Management. If you do not immediately receive the email in your inbox, check your spam or junk folders.
- In the email, click on the **Manage Your Password** link. **NOTE: The link expires after twenty-four hours. As a security feature, it is best to access the link from a desk or laptop computer.**
- You will be taken to a web page to change your password.
- Type in your username (same as your Library ID), then **create a password** in the **New Password** section and re-enter the password in the **Confirm New Password** section. Please memorize your password. Passwords are not stored in the library system.
- Click on the **Change Password** button.

### STEP THREE
- On the WCU website go to the **My Library Account** page. (Academics – Library – My Library Account)
- Enter your **Library ID** and your **password**. Click **Sign In**.
- In the upper right hand corner of the screen, there should be an announcement that you are connected to the West Coast University Library Network.

If you have any questions, please view the [How to Create Your WCU Library Account](http://guides.westcoastuniversity.edu/offcampus) video tutorial at [http://guides.westcoastuniversity.edu/offcampus](http://guides.westcoastuniversity.edu/offcampus) or email the Library Department at [AskWCULibrary@westcoastuniversity.edu](mailto:AskWCULibrary@westcoastuniversity.edu)