

### **Instructions for Accessing Online Records**

(This service is available for active students and alums;  
contact SASC in person or in writing for your login information)

1. Launch Internet Explorer or Netscape on your PC/Mac. Minimum requirements for your computer are Internet Explorer 5.0 or Netscape 4.7. If you have the minimum requirements both Macs and PCs will work.
2. Enter the following URL into the address bar:  
<http://www.wsc.ma.edu/studentonline/>
3. Click on Enter Secure Area.
4. **CWID (College-Wide I.D.)**. Then enter your **secure PIN (if you have not accessed your online records before this will be your birthdate)**. Click Login.
5. If this is the first time you are accessing your online records, you will immediately be told that your old PIN has expired. You must choose a new pin. Your PIN must be exactly 6 characters (numbers or letters or both).
6. Once you have entered the new PIN twice, you will then be asked to create a question and response to help you remember your pin if it is forgotten. The new PIN number will be the one you will use to access your online records in the future.

#### **To verify your enrollment and view your semester schedule:**

7. Click on Student Services and Financial Aid.
8. Click on Registration.
9. Click on Student Schedule by day and time.
10. Select the term and submit. Your course(s) and schedule for the semester will display.
11. To print your schedule, click the print icon on the toolbar at the top of the screen.
12. To exit, click on the exit button at the top of the screen.

#### **To view your charges and payments:**

13. Click on Student Services and Financial Aid at the top of the screen.
14. Click on Student Records.

15. Click on Account Summary by term. Your account activity and balance will display. Please note that your account will reflect a zero balance when your payment has been made in full – typically several business days after your registration and payment information was submitted.

**To view your personal information:**

16. Click on Personal Information at the top of the screen.
17. Select a menu option and follow the instructions – you can change your pin, and view other personal information like your address and email.

**To check your grades at the end of the course after they have been submitted by your instructor:**

18. Click on Student Services and Financial Aid.
19. Click on Student Records. Then click on Final Grades.
20. Select the term and submit. Your grades will display here.

**To view your entire academic transcript:**

21. Click on Student Services and Financial Aid.
22. Click on Student Records.
23. Click on Academic Transcript
24. Click on Submit to view your transcript online.
25. Use your browser's "print" function to print a copy of your unofficial transcript.