How to Create a UW-WC PRISM Account

SCREEN 1 – UWWC HOME PAGE

Go to the UWWC home page @ washington.uwc.edu. Click on ‘PRISM’ in the upper left corner.

SCREEN 2

Click on ‘First Time User Login Help’.

SCREEN 3

Enter your information and click ‘Submit’. You will then be asked to provide security information in case you forget your password.

It is very important that you write down your User ID and Password and keep them confidential!
How to View the UW-WC Course Schedules

SCREEN 1 – UWWC HOME PAGE
Click on ‘Course Schedules’.

SCREEN 2
Click on the appropriate term.

SCREEN 3
Search for specific classes by clicking on the ‘Search’ box at the top of the page, or you can scroll through the course listing. You can also sort by clicking on any of the headers in the red title bar. The courses will have a 4-digit PRISM code. This is the code you will use to register for the course in your PRISM account. Click on the course ‘Title’ to see a description of the course.
How to Set-up and Access your UW-WC Email

SCREEN 1 – UWWC HOME PAGE
Click on ‘Email’ on the top of the UW-WC Home Page

SCREEN 2
Click on the ‘FIRST-TIME-USERS’ button to activate your account and set an initial password. Once your account is set up, return to this page to log into your email account. Click the ‘Office 365’ button, and then enter your complete email address (username@students.uwc.edu) and Password.

SCREEN 3
Fill in the boxes and click ‘Submit’ to set up your account.
Be sure to write down and remember your User ID, Password, and email address for future reference!
How to Add Courses to your PRISM Account

SCREEN 1 – UWWC Home page
Click on the PRISM link at the top of the home page.

SCREEN 2 – UW Colleges PRISM Login
Sign into your PRISM account with your User ID and Password. If you are a first time PRISM user, click on the link ‘First Time User Login Help’. After establishing your User ID and Password, return to this page to continue.
SCREEN 3
Click on ‘Self Service’.

SCREEN 4
Click on ‘Student Center’.

SCREEN 5
This is the home screen for your ‘Student Center’ on PRISM. Become familiar with this page as it contains very important information. You can view details regarding ‘Holds’, edit your contact information, view the status of your financial aid, enroll/drop/swap classes, view your account charges, view your ‘To Do’ list, and important ‘Enrollment Dates’.

Click on ‘Enroll/Drop/Swap’.
Type in the 4-digit PRISM number associated with the course you want to enroll in (see the Course Catalog for the term you are enrolling in).

Click ‘Enter’.

If the class has a LAB or DIS (lab/discussion) sections, they will appear after you enter the PRISM number for the LEC (lecture).

Continue to follow the procedures outlined until you have completed all 3 Steps to ‘Finish Enrolling’.

Welcome to UW-WC!