

## WINS (West Liberty Information Network System)

- 1) To access the on-line self-service WINS system, students must visit the West Liberty website, [westliberty.edu](http://westliberty.edu).
- 2) From the West Liberty homepage, locate the “GO WLU” icon, which is located on the top icon row. After clicking on “Go WLU” page, click on the WINS icon.
- 3) To enter the WINS Secure Area, you will need your USER ID(Student ID Number) and PIN number. If your USER ID begins with “P” or the “@” sign, you must enter it as well as the numbers that follow.

Your PIN number is initially your six digit birth date. You must enter your birth date as two digits for the month, date and year. For example, if your birth date is June 6, 1996, you would enter 060696.

- 4) Once you have accessed the WINS secure area with your USER/BANNER ID and PIN, you will be asked to create a new PIN number. You will then be asked to enter a security question. Please write down your new PIN number and your secure question & answer. Place this information where only you can access it.

If you forget your PIN number, you can gain access by answering your security question. You will then be required to create a new PIN number.

- 5) Upon entering the WINS secure location, students will have access to these menus.

### Personal Information Menu

Student Addresses & Telephone Numbers  
Student Email Addresses  
Changing PIN Number  
Changing Security Question

### Financial Aid Menu

Financial Aid Awards  
Accepting Awards

### Student Services Menu

Registration  
    Search for available classes  
    Student class schedule  
    Tuition & fee charges  
    Registration Status  
    Add/Drop Classes option with CRN of the courses  
    TopperTracks/DegreeWorks On-line Degree Audit  
    Buy Books

### Student Accounts & Billing

View charges to account  
Pay balance due on line

### Student Records

    Final/Mid-term Grades  
    Transcript  
    Holds on account  
    Account Summary  
    Click on “View Student Information” for Academic Advisor’s Name & Major

### Housing& Residence Life

    Room Assignment