



MyWentworth Instructions

MyWentworth

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and view your e-

How do I activate my MyWentworth account?

1. Visit <http://password.wit.edu>
2. Enter your username into the "Username" field
(your username can be found on your package letter)
3. Enter your temporary password in the "Old Password" field
(WIT1\$ and the last 6 digits of your Wentworth ID, which can be found on your package letter or in your acceptance packet.)
4. Review the secure password requirements displayed on the screen.
5. Enter the password you created in the "New Password" and "Confirm New password" fields.
6. Click the "Change Password" button.

****Please help us keep your account secure by never sharing your password with others. Wentworth will never ask for your password to verify your identity or for any other reason.*

How do I connect to MyWentworth?

1. Visit <https://my.wit.edu> (do not type "www")
2. Type in username and password

Terms and Conditions

1. Log onto MyWentworth .
2. Click on "Leopardweb " at the top left of the screen.
3. Click on the "Financial Aid" tab at the top of the screen.
4. From the menu click on "Package"
5. Click on "Package for Aid Year"
6. Select current Package Year **2020-2021**
7. Click on "Submit"
8. **Click on "Terms and Conditions" tab**
9. **Read the terms and conditions of your financial aid package (a more detailed copy is enclosed in your package letter).**
10. Click on "Accept or "Do Not Accept"

How Do I Set Up Proxy Access?

1. Log in to LeopardWeb: <https://leopardweb.wit.edu>
2. Click on the tab in LeopardWeb for Proxy Access and complete FERPA Authorizations as instructed. (*Once completed the LeopardWeb Proxy Access Management menu will be displayed.*)
3. Click on LeopardWeb Proxy Access Management
4. Add a third-party (proxy) e.g. parent, guardian, spouse/partner
5. Authorize LeopardWeb pages that may be viewed by a third-party (proxy)
6. Provide a passphrase for a third-party (proxy) to discuss your student information with a Wentworth representative

*If you have any questions about this process you can contact the
Division of Technology Services help desk at 617-989-4500*

How do I complete the Loan Master Promissory Note (MPN) and Loan Entrance Counseling?

How do I view my package/accept my student loans?

****Note: You must accept Terms and Conditions prior to viewing package.**

1. Log on to MyWentworth.
2. Click on “Leopardweb” at the top left of the screen.
3. Click on the “Financial Aid” tab at the top of the screen.
4. From the menu click on “Package”
5. Click on “Package for Aid Year”
6. Click on “Submit”
7. Select Current Package Year **2020-2021**

Options for accepting package offers include:

1. Accepting the full amount by selecting Accepting Full Amount of All Packages.
2. Choose Decline or Accept for each fund.
3. Accept a Partial Amount by selecting Accept and entering an amount in the Accept Partial Amount field.

How do I know if I need to turn in additional Financial Aid paperwork?

1. Log on to MyWentworth.
2. Click on “Leopardweb” at the top left of the screen.
3. Click on the “Financial Aid” Tab.
4. Click on “Eligibility”
5. Select “Student Requirements”
6. If you have requirements you will be directed to Student Forms to complete paperwork.
7. Click the link for wit.verifymyfafs.com and sign in using your WIT credentials.

<https://wit.financialaidtv.com/play/55408-how-accept-your-financial-aid/55360-how-accept-your-financial-aid>

To view and print the Federal Shopping Sheet:

1. Log on to MyWentworth
2. Click on “Leopardweb” at the top left of the screen.
3. Select the Financial Aid Tab
4. Select Undergraduate Students

MPN

1. Go to studentloans.gov and log in using your FSA ID.
2. Click on the blue “Sign Master Promissory Note” link.
3. Click on “Subsidized/Unsubsidized”
4. Follow the steps to complete the MPN and submit.

Entrance Counseling

1. Go to studentloans.gov and log in using your FSA ID.
2. Click on the blue link that says “Complete Entrance Counseling”
3. Click again on the “Complete Entrance Counseling” link.
4. Select undergraduate student counseling radio button and click continue.
5. Follow the steps to complete the counseling and submit.

You may review the descriptions of funds you were packaged at:
<http://www.wit.edu/ssc/financial/Scholarships%20and%20Grants.html>

All verification paperwork will be completed on Student Forms at wit.verifymyfafs.com:

Sign in using your WIT username and password

Please feel free to call the Student Service Center with any questions concerning your financial aid at 617-989-4020 or email us at ssc@wit.edu.

******* Please be advised that all packages made by, or through Wentworth Institute of Technology are based upon information available at the time the package is made. All packages are, therefore, subject to change and/or cancellation, should the college become aware of facts, conditions, and/or circumstances that differ from those upon which the package was based. Please check the E-package and Student Requirements sections of MyWentworth on a regular basis for updates. *******