



# MyWentworth Instructions

## What is MyWentworth?

MyWentworth is the student portal for students and families to access student's records on the web. This site allows you to view and manage financial aid, accept terms and conditions, register for courses and view your e-bill. You may also authorize family members to have access to your account using proxy access.

## 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.

## How do I connect to MyWentworth?

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

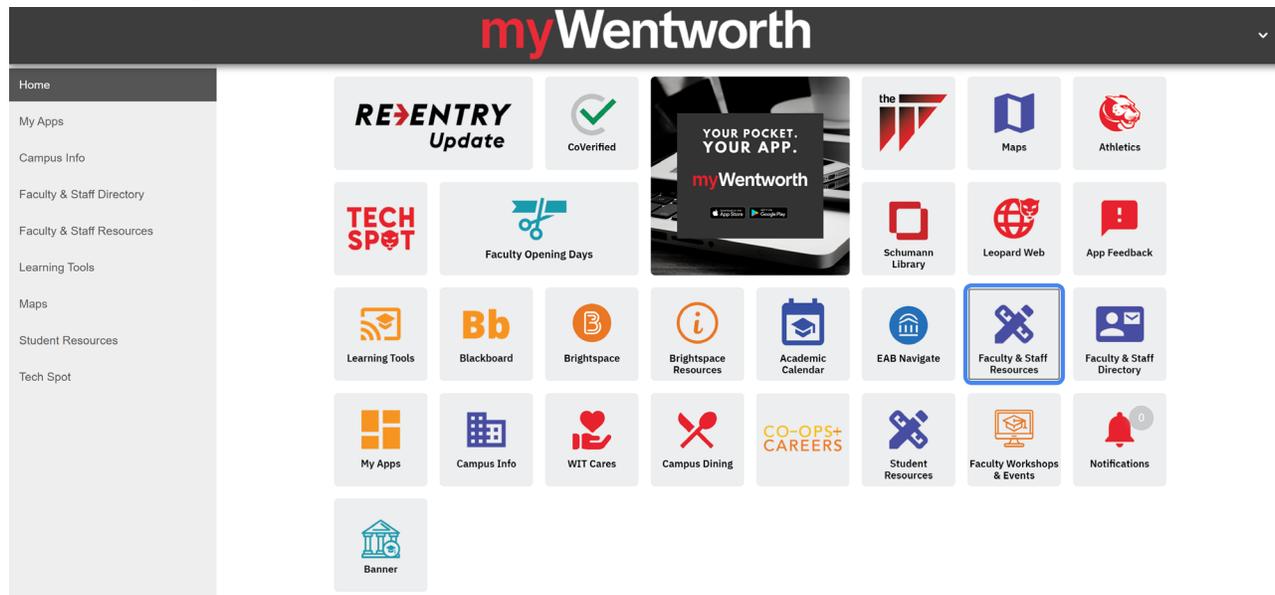
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*Please help us keep your account secure by never sharing your password with others. Wentworth will never ask for your password to verify your identity or for any other reason.*

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

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## Setting Up Proxy Access

1. Log in to myWentworth
  2. Click on "LeopardWeb"
  3. Click on the tab for Proxy Access and complete FERPA Authorizations as instructed.
  4. Click on "LeopardWeb Proxy Access Management"
  5. Add a third-party (proxy) e.g. parent, guardian, spouse/partner
  6. Authorize LeopardWeb pages that may be viewed by a third-party (proxy)
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# Accepting Your Financial Aid Package

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## Terms and Conditions

1. Log onto myWentworth
2. Click on “Leopardweb”
3. Click on the “Financial Aid” tab at the top of the screen.
4. From the menu click on “Financial Aid Package”.
5. Click on “Package for Aid Year”.
6. Select current “Aid Year”: 2022-2023.
7. Click on “Submit”.
8. Click on “Terms and Conditions” tab.
9. Read the terms and conditions of your financial aid package.
10. Click on “Accept” or “Do Not Accept”.

## Viewing/Accepting Financial Aid

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

1. Log onto myWentworth
2. Click on Leopardweb
3. Click on the “Financial Aid” tab at the top of the screen.
4. Click on “Package for Aid Year”.
5. Select current “Aid Year”: 2022-2023.
6. Click on “Submit”.

Options for accepting financial aid package offers include:

1. Accepting the full amount by selecting **Accept Full Amount**.
2. Choosing **Accept** or **Decline** for each fund
3. Accept a partial amount by selecting **Accept** and enter an amount in the **Accept Partial Amount** field.

## Turning 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.verifymyfafsa.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>

## Completing Entrance Counseling

1. Go to StudentAid.gov
2. Log in using your FSA ID.
3. Click on “Complete Entrance Counseling”
4. Click again on the “Complete Entrance Counseling” link.
5. Select “Undergraduate Student Counseling”
6. Click “Continue”.
7. Follow the prompts to complete counseling
8. Click “Submit”.

## Completing the Master Promissory Note

1. Go to StudentAid.gov
2. Log in using your FSA ID.
3. Click “Sign Master Promissory Note” .
4. Click on “Subsidized/Unsubsidized”
5. Follow the prompts to complete the MPN
6. Click “Submit”.

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*View descriptions of funds you were packaged for at:*

*<https://wit.edu/admissions/financial-aid/grants>*

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*Verification paperwork can be completed, with your WIT email and password at:*

*[wit.verifymyfafsa.com](http://wit.verifymyfafsa.com)*

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*Please feel free to call the Financial Aid Office with any questions concerning your financial aid at 617-989-5044 or email us at [finaid@wit.edu](mailto:finaid@wit.edu).*

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*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.*