

Campus Web Activation Process to View Grades Online and More

PHASE 1 – Obtain Your Campus Web Login Credentials

Instructions for New Students	
1.	Activate your Springfield College Webmail account by following all the instructions in the handout called: “Webmail Activation Process.”
2.	Access your Springfield College Webmail inbox and look for a document from admincomputing with the subject: “ Welcome to Campus Web. ” If you see this document, continue with Step 3 . If you do not see this document, skip to Step 4 .
3.	After you receive our “Welcome to Campus Web” email, open it and you will see that it contains your ID number and temporary password. It is best to print the document and store it in a safe place for future reference. Continue with Phase 2 below.
4.	Follow these steps if you did not receive a “Welcome to Campus Web” email notice. Send an email containing the following information to admincomputing@spfldcol.edu <ul style="list-style-type: none">• Your Springfield College 9-digit ID number• Your full name, date of birth, current address and phone number• Your Springfield College Webmail address <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">NOTE: For your protection and the College’s, if information is missing or can not be verified, admincomputing will not create your Campus Web account.</div> Continue with Phase 2 below.

PHASE 2 – Accessing Your Campus Web Account For the First Time

Instructions	
1.	Go to http://www.spfldcol.edu and click the mySCweb link at the top right of the screen under “Information for:.” Then, click the “ Enter Campus Web ” link to display the login form.
2.	Enter your SC ID number (with or without the leading zeros) as the username and your temporary password in the boxes shown. Then click the Login button to display the Change Password form.
3.	Follow the instructions to create a new password. If you wish, you may use your Springfield College Webmail account password.
4.	After you see the message that says your password was successfully changed, click the “ continue here ” link below the message.
5.	Click the “ My Grades ” tab to see your grades, or click another tab such as “My Schedule” to view additional information. Don’t forget to logout when you are done.