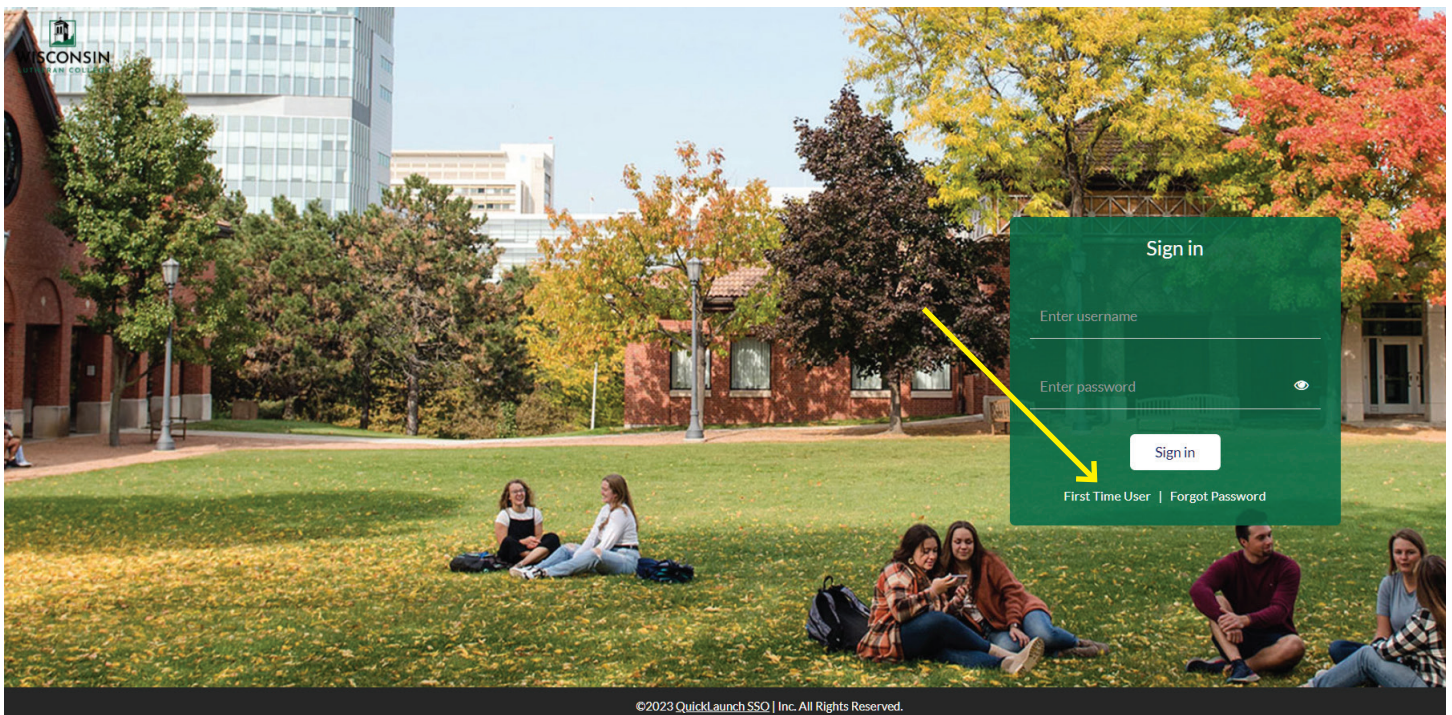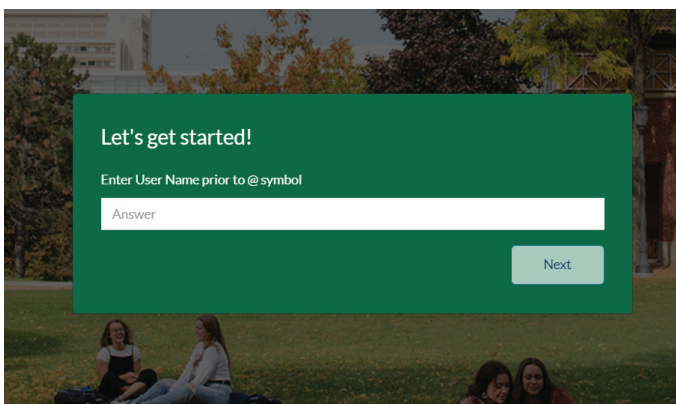# SETTING UP YOUR QUICKLAUNCH SSO ACCOUNT AS A FIRST-TIME USER
(FOR WLC NEW STUDENTS)

FIRST-TIME USER
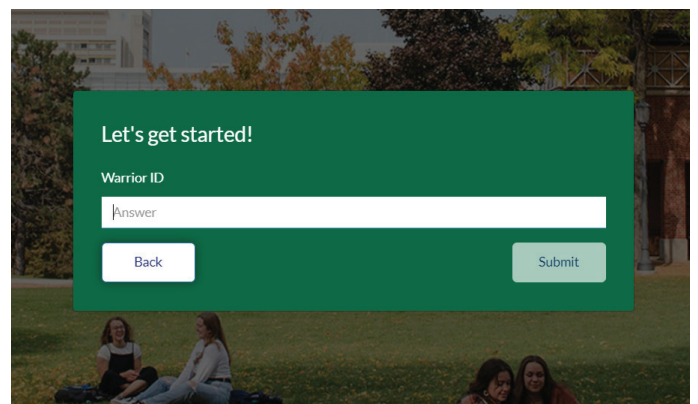
If you are a new student who hasn't logged into QuickLaunch SSO (single sign-on) for password management at WLC, please go to **https://account.wlc.edu**. To get started, click **First Time User** on the log-in screen.
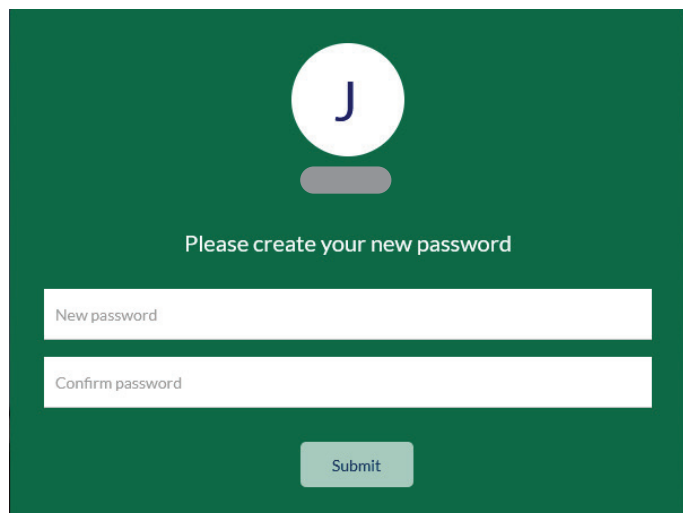

On the next screen, enter only your user name (**firstname.lastname**), then click **Next**.
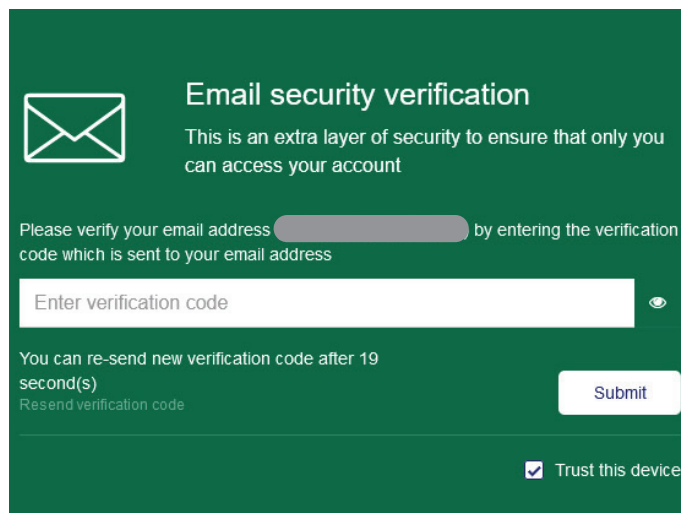
Next, enter your **WarriorID** (a seven-digit number), then click **Submit**.

Instructions continue on the next page.

Next, create a new password. This will be for your WLC email, Medicat, and Canvas, as well as other WLC applications. Click **Submit**.
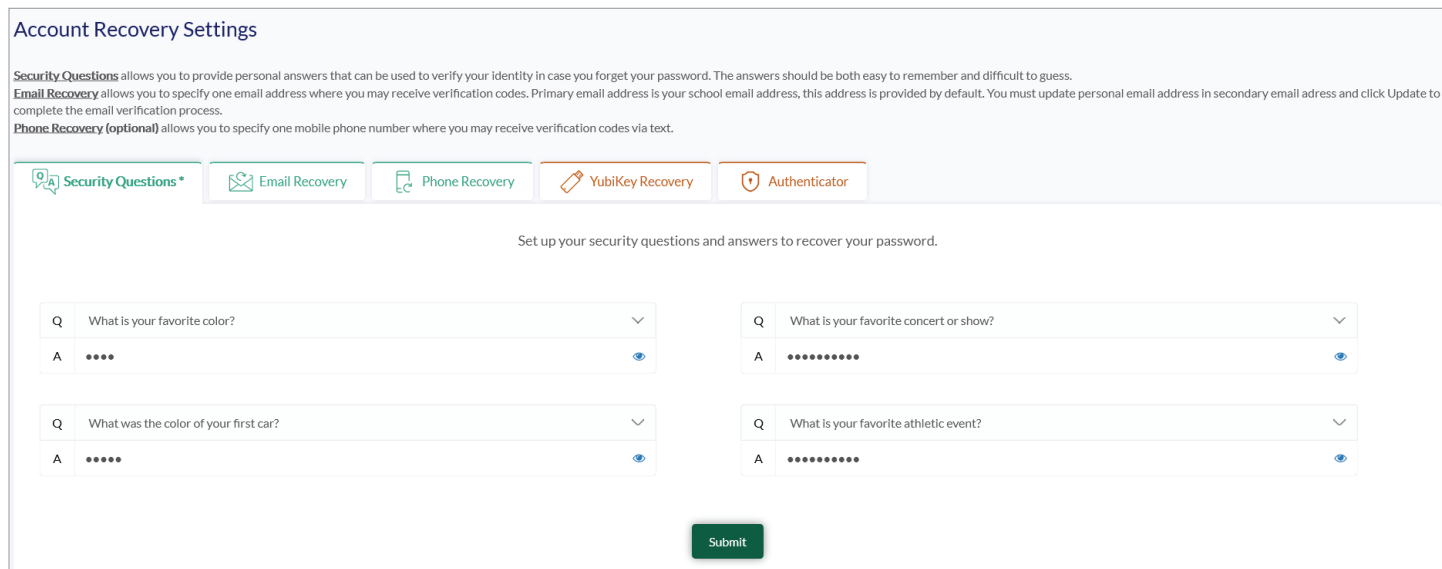
After you've created a password, check your WLC email for a verification code. Enter the **verification code**, then click **Submit**.

Finally, on the Account Recovery Settings page, you'll see three green tabs. The information you enter will enable you to recover your account in case you forget your password or your password expires.

- **Security Questions:** Pick your security questions and enter your answers, then click **Submit**. Please record your security questions/answers and keep them in a safe location so you can easily reset your password in the future.
- **Email Recovery:** Please enter a personal email address, then click **Validate**.
- **Phone Recovery:** Please enter a mobile phone number, then click **Verify**.

CONGRATULATIONS ON CREATING YOUR QUICKLAUNCH SSO ACCOUNT!

Please use **https://account.wlc.edu** to access your WLC applications – just enter your user name (**firstname.lastname**) and password! If you've forgotten your password or it has expired, click the **Forgot Password** link on the sign-in screen, then enter your **firstname.lastname**. You'll be asked for your security question responses, then you'll be allowed to reset your password.

If you have any issues setting up your account or logging in, please contact the Information Technology Office at 414.443.8911, or email support@wlc.edu.