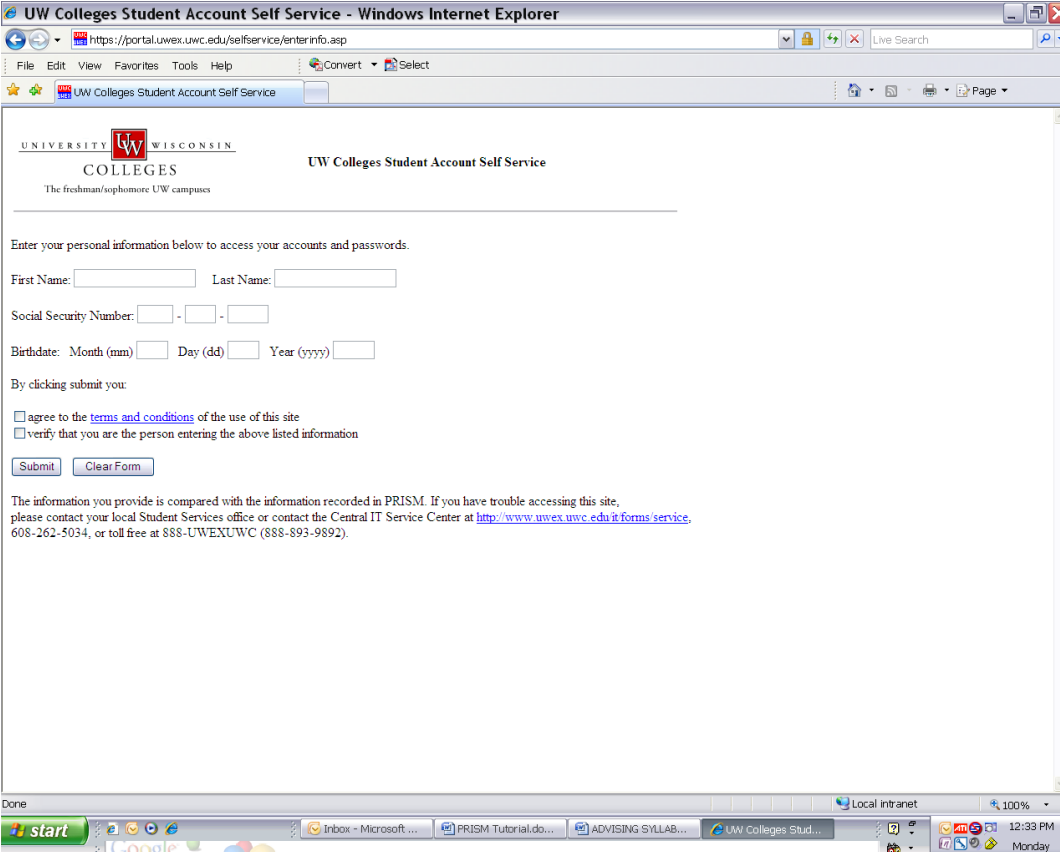


PRISM Tutorial

Set/Reset Password

Go to <https://portal.uwex.uwc.edu/selfservice/enterinfo.asp> & enter requested information. Once this step is done correctly, a screen will appear that includes your user ID and asks you to create a password.



The screenshot shows a web browser window titled "UW Colleges Student Account Self Service - Windows Internet Explorer". The address bar shows the URL <https://portal.uwex.uwc.edu/selfservice/enterinfo.asp>. The page content includes the University of Wisconsin Colleges logo and the title "UW Colleges Student Account Self Service". Below the logo, it says "The freshman/sophomore UW campuses". The main heading is "UW Colleges Student Account Self Service".

Enter your personal information below to access your accounts and passwords.

First Name: Last Name:

Social Security Number: - -

Birthdate: Month (mm) Day (dd) Year (yyyy)

By clicking submit you:

- agree to the [terms and conditions](#) of the use of this site
- verify that you are the person entering the above listed information

The information you provide is compared with the information recorded in PRISM. If you have trouble accessing this site, please contact your local Student Services office or contact the Central IT Service Center at <http://www.uwex.uwc.edu/it/forms/service>, 608-262-5034, or toll free at 888-UWEXUWC (888-893-9892).

My Class Schedule

Log in to PRISM

Click on Self Service --> Student Center--> other academic...--> Class Schedule --> Go

Class Schedule:

1. **Select Term** – select a term, then click Continue
2. Select Display Option:
 - **List View** — list of classes includes information regarding class: status, units, grading, class number, section, component, days and times, location, Instructor and start/end dates.
 - Class Schedule Filter Options – Check options:
 - Enrolled Classes
 - Dropped Classes
 - Wait-listed Classes
 - **Weekly Calendar View** — classes viewed in a calendar format
 - Display Options:
 - Weeks and times.
 - Instructors, am/pm, class title, days of week

Add a Class

Log in to PRISM

Click on Self Service --> Student Center--> Enroll/Drop/Swap--> "add" tab — or —

Click on Self Service --> Student Center --> Weekly Schedule --> "add" tab

Step 1 — Select Classes to Add

1. **View Online Classes** — check if you are enrolling or have enrolled in online classes
2. **Select Term** — defaults to current term, to select classes for another term, select the term and click “Change”.
3. **Add a class using:**
 - Search for classes — drop down menu choice of search for classes or browse catalog
 - Enter Class Number — enter campus 4-digit number for class from Course Schedule, click "enter"
 - Class details will appear. Green button indicates class is open, Blue box indicates class is closed
 - Click on "Next"
4. **Enrollment Shopping Cart** — class will appear in Enrollment Shopping Cart. To delete click on trash can.
5. To proceed to add click on Proceed to Step 2 and 3 button.

Class Schedule — list of classes that you have enrolled in or dropped. Also, this will show classes in the adding process.

Step 2 — Confirm Classes

1. **Finish Enrolling** — click button to complete the add transactions
2. **Cancel** — click to exit without adding classes

Step 3 — View Results

1. **View the status report** for enrollment confirmations and errors
2. **Other Options:**
 - Add Another Class – also takes you back to shopping cart to delete
 - My Class Schedule
 - Make a Payment

Drop a Class

Log in to PRISM

Click on Self Service --> Student Center --> Enroll/Drop/Swap --> "drop" tab — or —

Click on Self Service --> Student Center --> Weekly Schedule--> "drop" tab

Step 1 — Select Classes to Drop

1. **Select Term** — defaults to current term, to select classes for another term, select the term and click Change.
2. Click box next to class(es) to drop
3. **Drop Selected Classes** — click to proceed to step 2 of drop process

Step 2 — Confirm your selection

1. **Class** will be listed twice — as enrolled and dropped
2. **Finish Dropping** — click to complete drop
3. **Cancel** — click to cancel drop

Step 3 — View Results

1. **View your results in** the box. A green check mark indicates the drop was processed. A red "X" indicates the drop was not processed. Read the error message for further details.

My Class Schedule — list of classes that you have enrolled or dropped.

Exam Schedule

Log in to PRISM

Click on Self Service --> Student Center--> Exam Schedule

1. **Select Term** — defaults to current term, to view other terms use drop down menu
2. **Box** shows classes and exam schedule

Weekly Schedule

Log in to PRISM

Click on Self Service --> Student Center --> Weekly Schedule

1. **This Week's Schedule** appears in box
2. **Click "Weekly Schedule"** — to choose and view other week's schedules
 - Select Display option — click either list view or weekly calendar view

- Show Week of — choose week and times
 - Display options — choose instructors, am/pm, class title and days of the week
- Note:* make sure to refresh calendar after changing criteria.

Grades

Log in to PRISM

Click on Self Service --> Student Center --> Grades

1. **Select Term** — defaults to current term, to view other terms use drop down menu.
2. **Click "Change"**
3. **My Grade Report** — shows the current semester classes and grades.
4. **Courses Attempted** — shows GPA, Grade Points and Units in progress and to date.

Unofficial Transcript

Log in to PRISM

Click on Self Service --> Student Center --> Unofficial Transcript

1. **Academic Institution** — defaults to UW Colleges
 2. **Report Type** — defaults to Unofficial Transcript
 3. **Click "Go"** to see report
 4. **Unofficial Transcript** is displayed
- Note:* Academic Advisement Report is the unofficial transcript.
5. **Click "Return"**
 6. **Click** — View A Report That You Had Previously Requested to see previous reports

Account Inquiry

Log in to PRISM

Click on Self Service --> Student Center--> Account Inquiry

Account Summary Tab

View of outstanding charges

Activity Tab

List of account activity — can change view by date

Click "Make a Payment" if needed

Charges Due Tab

View of summary of charges by due date

Payments Tab

View of payment history including posted payments and pending payments

Pending Financial Aid Tab

Messages regarding financial aid

Make a Payment Tab

Indicates how to make a payment

Payment Profile

Log in to PRISM

Click on Self Service --> Student Center--> Payment Profile

A list of payment profiles. Account Profiles creates permanent profiles for electronic check or credit card accounts. By establishing account profiles, information is entered only once in the Account Profile component. You can also designate one of the account profiles as preferred and the system selects that account profile by default when a payment is made online.

1. To view the details, click the profile name.
2. To add a profile, click "Add a Profile" and enter information and click save payment profile

Make a Payment

Log in to PRISM

Click on Self Service --> Student Center--> Make a Payment link

Pay by [Credit Card](#) or [Electronic Check](#)

Option 1: Pay by Credit Card

Please note: A convenience fee of \$15 will be charged

Step 1: Select a Payment Method

1. **Pay by** — use dropdown menu and choose credit card
2. **Click** "Next"

Step 2: Specify Payment Details

1. **Do you wish to save your credit card** information to a payment profile for future use?
 - "Yes" to save information
 - "No" and information will not be saved
2. **Credit Card Details**
 - Enter First Name
 - Enter Last Name
 - Choose a Credit Card Type from drop down list — MasterCard or Discover accepted
 - Enter your Card Number without dashes
 - Expiration Date — choose month and year from the drop downs
3. **Billing Address Information**
 - a. **Enter Telephone number** with the area code.
 - b. **Enter your Email Address**
 - c. **Address** — check for accurate credit card record's mailing address. To change address click on "edit".
Click "Next"

Step 3: Specify Payment Amounts — What I Owe

1. **Payment Amount** — enter the amount of money you will be paying
2. **Click calculate** grand total button to calculate what you will be paying
3. **Click** "Next"

Step 4: Confirm Payment

1. **Payment Summary** — check over Payment Details
2. **Change Payment Amount** — click on button to change your payment amount
3. **Change Payment Details** — click on button to change any details
4. **Click "Submit"** — when all information is accurate

Step 5: Payment Result

1. If the transaction was **Successful** — message of "Your payment has been accepted..." appear.
2. **Print the page** for future reference.
3. **Click on "View Confirmed Payment"** to see the confirmation details — shows the date paid, payment type, reference number and the amount paid.
4. **Click on "Make Another Payment"** — to make another payment.
5. If you get an error that says "ETIMEOUT." Please do not try to submit this payment again. There is a process that runs nightly that picks up any etimeout errors on student payments.

Option 2: Pay by Electronic Check

Step 1: Select a Payment Method

1. **Click "Next"**

Step 2: Specify Payment Details

1. Do you wish to **save your check information** to a payment profile for future use?
 - "Yes" to save information
 - "No" and information will not be saved.
2. **Bank Account Type** — use drop-down menu to choose checking and savings.
3. **Routing Number** — Enter the Routing Number as it appears on your check. The Routing Number is the 9 digit number located at the bottom of your check on the left side.
4. **Account Number** — Enter the Account Number as it appears on your check. The Account Number is located after the Routing Number and before the Check number.
Note: Do not enter the check number.
5. **Telephone** — enter your telephone number with the area code
6. **Email Address** — enter your email address
7. **Address** — if address displayed on the check is different than the mailing address in your credit card company's records, click on the "Edit Address" link.
8. **Click "Next"**

Step 3: Specify Payment Amount

1. **Payment Amount** — Enter the amount of money you will be paying.
2. **Click "calculate grand total" button** — to calculate what you will be paying
3. **Click "Next"**

Step 4: Confirm Payment

1. **Payment Summary** — Check over Payment Details
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Log in to PRISM

Click on **Self Service --> Student Center --> Financial Aid**

1. **Click the aid year** you want to see
2. **Detailed information** regarding financial aid is listed
3. **Click "Financial Aid Summary"** — shows calculation of your estimated need for the period in which you have applied for aid.

Personal Information

Log in to PRISM

Click on **Self Service --> Student Center--> Demographic Data**

"View Only" of personal information including ID and Social Security Number. If any of the information above is wrong, contact your administrative office.

Emergency Contact

"View Only" of emergency contacts.

1. To edit the information for a contact, click the "Edit" button.
2. To add a contact, click the "Add an Emergency Contact" and fill in the information.
3. Click "Save"

Names

View, add, change or delete your name.
Lists primary and preferred names.

1. To edit click the "Edit" button
2. To add a name click the "Add a New Name" button
3. Click "Save"

User Preferences

Set commonly used values as defaults.

1. Institution — defaults to UW Colleges, cannot be changed
2. Academic Career — defaults to undergraduate, cannot be changed
3. Term — use magnifying glass to choose appropriate term
4. Aid Year — use magnifying glass to choose appropriate year for financial aid.

Address 1 and Address 2

View, add, change home, mailing and other addresses.

1. To edit click the "Edit" button
2. To add a new address click the "Add a New Address" button

Phone

View, add, change phone numbers.

View preferred number — use "delete" button to delete information

To add other numbers:

1. To add other numbers — click "Add a Phone Number"
2. Phone type — use drop down to pick phone type
3. Telephone — enter number
4. Preferred box — click if preferred number
5. Click "Save"

Email Address

View, add, change and change delete email addresses

View campus email — view only, entered at campus level, cannot be changed.

To add other email addresses:

1. To add other email addresses — click "Add and Email Address"
2. Email type — use drop down to pick email type
3. Email address — enter email address
4. Preferred box — click if preferred address
5. Click "Save"

To delete other email addresses:

1. Click "Delete"
2. Click "Save"