

WesPortal

Electronic Portals are created for all GLS students. To access WesPortal, go to any page on the Wesleyan site, click the gear at the top right, and select WesPortal. Log in using your Wesleyan email username and password.

WesPortal allows you to:

- Register for GLS courses online
- View your financial statement and make payments online
- Update your phone numbers, and home, work, and alternate email addresses
- View any “enrollment holds” that will prevent future course registration
- View your current class schedule and classroom locations
- See your course grades

RESET YOUR PASSWORD

If you know your password and want to change it, use “password manager” in your e-portfolio. If you do not know or cannot remember your password, you must request that your password be reset.

By Phone: Contact the **ITS Operations** office by email at operations@wesleyan.edu, or call Jerry Maguda at (860) 685-2128. Provide your name, address, home phone number, WesID#, birthdate, and the last four digits of your SSN in the email request. You may be asked for additional identifying information. If possible, they will reset your password while on the phone with you.

In person: Go in person to the **ITS Helpdesk** with your photo ID (WesCard or driver’s license), and identify yourself as a GLS student. The Helpdesk staff can change your password in person but not over the telephone. The ITS Helpdesk is located in the Exley Science Center, room 143; call (860) 685-4000 or send email to helpdesk@wesleyan.edu for current hours.

EMAIL

Email is an official form of communication to you from Wesleyan University. Official communications (including financial notices) will be sent to your Wesleyan email address, and you are responsible for reading these messages.

All GLS students are given Wesleyan email accounts. As a new student, you should have received a letter from Wesleyan’s Information Technology Services, informing you of your email address and the default method of constructing your password. Your email address is printed on the enclosed letter.

To forward your Wesleyan email, visit: www.wesleyan.edu/its, under the header “for everyone” click the link “Email,” then click the link “Automated Email Forwarding” and follow the instructions.

“ACTIVE” STATUS & ACCOUNT TERMINATION

“Active” Status & Account Termination

As long as you are an active student, your email and e-portfolio will remain active. However, if you do not register for a GLS course during a period of three consecutive academic terms (one year), your email account, e-portfolio, and all data stored on your Wesleyan computing account will be deleted.