



NEW STUDENT CHECKLIST

Welcome to Johnson & Wales University Online! Use this enrollment checklist to get everything squared away before you begin classes. Your dedicated admissions associate will work with you to complete each step, or, if you like, you can get started now.



SET UP YOUR WILDCAT EMAIL ACCOUNT

Follow the [New User Account instructions](#). You will need:

- **JNumber:** Your online admissions associate will email this information.
- **Temporary password:** Use the format Jwu!MMDDYYYY, where MMDDYYYY is your birthday.



SET UP YOUR SELF-SERVICE PASSWORD RESET (SSPR)

Follow the [SSPR registration instructions](#). You will need:

- **JNumber**
- **New password:** Please use the password you created when setting up your email.
- **Note:** IT recommends that you choose the "phone" option in the "security info" step.



LOG IN TO JWULINK

[Log in](#) using your JNumber and your new password that you used for your email. Going forward, you can use your Wildcat email address to log in.

If you have questions about these steps, please reach out to the IT Service Desk at 866-598-4357 or IT@jwu.edu.



REGISTER FOR CLASSES

Your admissions associate will contact you about registration after you confirm your intent to enroll. Please note that [registration dates](#) vary by term. For program-specific curriculum information, check the [online course catalog](#).



COMPLETE PAYMENT ARRANGEMENTS

A payment plan must be in place prior to the term payment deadline. Your financial planner will contact you via your Wildcat email to finalize your plan selection and answer any questions you have.

- [Create an FSA ID](#). This will be your electronic signature.
- File your [Free Application for Federal Student Aid](#) (FAFSA). JWU'S school code is 003404.



ORDER TEXTBOOKS

Textbooks are typically available three to four weeks before class starts. If you qualify for a book voucher, you will receive an email to your Wildcat account around this time. You can order your books online directly from the [JWU Bookstore](#) using your J#.



COMPLETE VIRTUAL "WALK TO CLASS" SESSION

Your online admissions associate will contact you to schedule a 10- to 15-minute virtual "tour" of the online classroom sometime in the month before the start of the semester. You will need to have your phone and computer for this session.