## How to Access GWeb

This document guides you through the creation of a UserID using your personal email address (typically, this is the email address you use to access the Admissions portal; for some students, it may be the email address used on the Common Application). Once you have your Applicant UserID, you can log into GWeb to view the status of your financial aid application and package and to pay your enrollment deposit.

- 1. Access GWeb at <a href="https://it.gwu.edu/gweb">https://it.gwu.edu/gweb</a>.
- 2. Click on Applicants. Then Create one!
- 3. Use your personal email address in the UserID field and click **Next**. (Most applicants will enter the same email they use to access the Admissions portal; some applicants may need to enter the email used on Common App.)
- 4. Enter the verification code sent by The George Washington University to the entered email, then click **Next**.
- 5. Click **Accept** to give GW permission to receive and use your profile data and to log your activity once connected to the site.
- 6. Enter additional details to verify and establish your account and click **Continue**. (Your GWID can be found on the homepage of your Undergraduate Admissions portal.)
- 7. You now have access to GWeb!
- 8. For future logins, you will enter your personal email and a verification code.

## **Need Help?**

If you need further assistance, please contact GW Information Technology at 202-994-4948 or <a href="mailto:ithelp@gwu.edu">ithelp@gwu.edu</a>.