

# Logging into WebCalendar

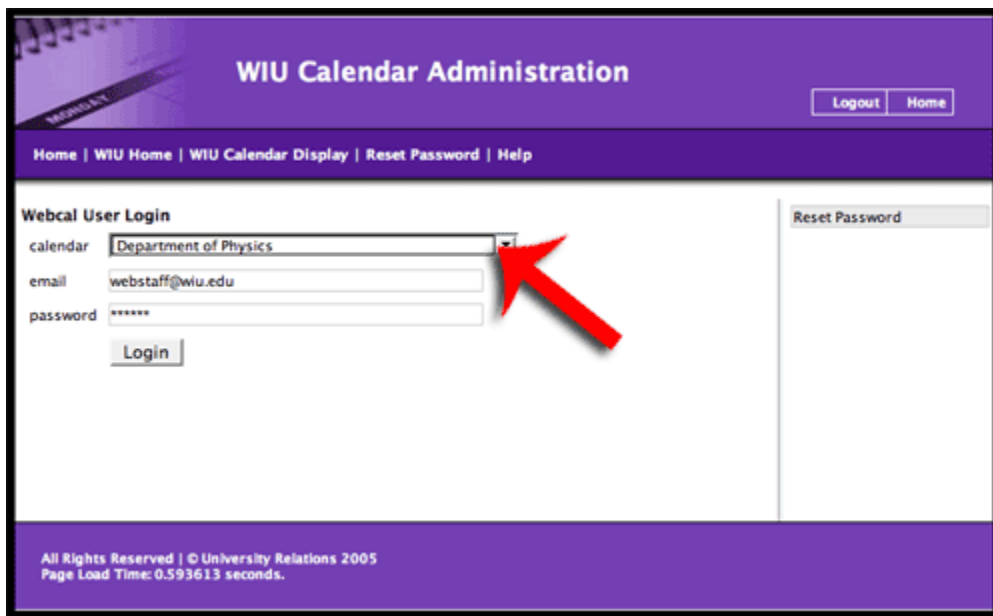
The webcalendar administration screen can be accessed by clicking on any calendar item located on the WIU homepage, or by pointing your browser to <https://www.wiu.edu/users/webcal/calendar/>

## Step 1 - Finding the login link.

When viewing the calendar, click on the login link on the upper right hand side to access the login screen



## Step 2 - Logging into the correct calendar.



- To log in to the correct calendar, you will need to use the pulldown menu above the 'email screen' to ensure you will be making changes to the appropriate calendar.
- "email" refers to the email address assigned as the administrator. Preferably, a departmental email address should be used instead of a personal email address.
- "password" refers to the password assigned to the account. If you have lost the password, click 'reset password' and a verification message will be forwarded to the email address assigned to the account.

Please Note- casual users are assigned permissions for ONE specific calendar. To change more than one calendar, you first must be added as an administrator of that calendar.

### **Switching From One Calendar to Another**

If you are logged into one calendar and wish to change a different calendar than the one you are in, you **MUST** log out first. Then, you will need to log in to the other calendar.