

How do I start my WebCT course?

Step 1: Find Your WebCT ID and Password

- Your WebCT ID is your Maricopa Enterprise ID (MEID). It is the same ID that will be used to access Blackboard and the Computer Commons account.
- Go to MEID Account Wizard (<https://eims.maricopa.edu/MAW/MAW.html>) to discover your MEID. If you have created an account in a previous semester, simply login to the my.maricopa.edu site.
- Follow the steps in the MEID Account Wizard tool to retrieve your MEID and set up your my.maricopa.edu account.
- Once logged into my.maricopa.edu, you should be able to retrieve your 8 digit password within the "Demographic Data" area of the Student Center. The password will be listed as your "ID".
- Problems retrieving your MEID or password? Call the WebCT Hotline at 602-285-7428 or use the [Request a WebCT ID form](#) to find your ID (<http://www.pc.maricopa.edu/departments/ltd/new/requestid.php>).

Step 2: Configure Your Browser

- Configure your browser before using WebCT. Follow the steps to validate your browser and choose the appropriate settings for java, javascript, cookies and pop-up blockers.
- The WebCT Browser Check is located at the following website: http://ltd.pc.maricopa.edu/webct/public/check_browser.pl

Step 3: Login to WebCT

- Go to the WebCT Login page (<http://ltd.pc.maricopa.edu>) and use your WebCT ID (MEID) and password (8 digit student ID number) to login.
- Your WebCT ID and password will not change.
- You should now see a list of available courses. If your course is not listed, check the start date on your receipt, online at the class schedule from the PC homepage, or go to (<http://www.pc.maricopa.edu/index.php?page=127&subpage=4148>).

Step 4: Enter Your Course

- To enter your course, click on the hyperlinked course title, for example: ENG 101 Section 1234 Spring 2008
- You will see icons and links within your course. Thoroughly read the course syllabus and schedule.

Step 5: Troubleshooting

- I can't find my WebCT ID.
 - use the [Request a WebCT ID form](#) to find your ID (<http://www.pc.maricopa.edu/departments/ltd/new/requestid.php>).
 - Fill out the requested information. If your information in your my.maricopa.edu account is up-to-date, you should be able to retrieve your WebCT ID online. If you have a valid email address in your my.maricopa.edu account, you can also have your password emailed directly to you.
- There are no classes listed once I login.
 - You may be trying to access the course before it is available. Check the **start date** for the course on the PC class schedule web page (<http://www.pc.maricopa.edu/index.php?page=127&subpage=4148>).
 - Your course **may** have been cancelled due to low enrollment. Check the class status using the class schedule link on the PC homepage or call Admission and Records at 602.285.7777.
- I'm still having difficulty.
 - Call the WebCT Hotline at 602.285.7428.
 - Check out the WebCT Frequently Asked Questions (FAQ) document at <http://www.pc.maricopa.edu/departments/ltd/new/webctfaq.php> for solutions to common problems.

WebCT Help Materials

Help with WebCT tools and functions are available from within the WebCT course itself. For example, if you are in the Mail area on the homepage and click on the help link in the upper right corner, it will have step-by-step help guides for the Mail tool. The same is true for posting discussions, taking quizzes, submitting assignments, etc.

A "Student Resources" link should be available in each course. This allows you to find online materials developed specifically for Phoenix College WebCT. If you cannot find a "Student Resources" link in your course, please email your instructor OR send an email to <mailto:webct.hotline@pcmail.maricopa.edu>.