

### ***How do I create a WebCT account?***

1. Go to the [Inside Bard](#) homepage.
  2. Click the **WebCT** link in the left side menu.
  3. Click the **Create a New Account** link.
  4. Fill out the form WebCT provides for you:
    - a. Enter your first and last name and email.
    - b. Next, create a WebCT ID and password. **Do not use your Bard Email ID or Password.**  
  
(Write these down and keep them in a safe place. You will use the **same** ID and password for each course you add.) Click **Continue**.
  5. Click **Add a Course**.
  6. Under the **View by Category**, select the division that your class is in (for example: Division of Languages and Literature). Click **Update** and the course section will change to display the WebCT courses available in that Division.
  7. Look for your course in the Course section. When you find it, click on the **pencil icon** next to the course on the far right.
  8. WebCT will announce that you have successfully added your course. Click on **Go to Course** to view your course's WebCT site, or if you have more courses to add, click **Add Another Course**.
- 

### ***Should I create a new WebCT account for each class?***

**NO.** You should use the same WebCT ID and password for every class you add to myWebCT.

Creating multiple IDs may cause your WebCT course to function improperly.