

**IMPORTANT: My WCU Student ID Number (6 digits) \_\_\_\_\_**

Dear High School Student,

Welcome to the High School Dual Credit program at William Carey University! We are so happy to have you join us. In order to apply and register in dual credit courses:

1. Please apply online at [www.wmcarey.edu](http://www.wmcarey.edu).
  - In the red banner at the top of the initial page, hover over the word **"Apply"** and then select the **"Freshmen"** option.
  - On the next screen, click on the **APPLY** tab.
  - Scroll down to Step 1 and click on the **"Submit your Application Here"** box.
  - Please click on the **"Undergraduate"** tab and select **"HS Dual Credit"** as the enrollment type. A box will pop up requesting an **"AREA OF INTEREST"**. Please select the major in which you are interested in majoring when you attend college (NOTE: It doesn't matter whether or not you are planning on attending Carey once you have graduated high school; this box is for informational purposes only.) The campus will be **Tradition** (if you are south of Hattiesburg) or **Hattiesburg** (if you are in the Hattiesburg area or north). For the Program of Study please choose **Undecided**.
  - Under Academic Type, the **"Part-Time"** tab should be selected. The term will be **"Dual Credit Fall 2025"** (or **"Dual Credit Spring 2026"** if that term will be your first); as a dual credit student you are **"Non-Degree"** seeking.
  - Continue through the application in order to supply some basic information such as your name, street address, education and e-mail address (**Important: please supply a valid working e-mail so you can receive information from our IT department, etc.**). Upon submission of your application, you will receive a **WCU email address**. (**IMPORTANT:** Please periodically check **both** addresses for information that may be sent by WCU.

2. Once you have submitted your application online, you will receive a letter from the IT department at WCU. It will come to the email address that you provided in your application and will come from [bounce@wmcarey.edu](mailto:bounce@wmcarey.edu). This email will not arrive instantaneously but will be sent as your application moves through the system in application process; it may take several days. It will contain the following information:



## WILLIAM CAREY UNIVERSITY

Student,

Welcome to William Carey University!

We are passing along some important information for you:

- Student ID #: xxxxxx
- Username: Studentxxxxxx
- E-Mail Address: Studentxxxxxx@student.wmcarey.edu

You will access the following with your WCU account: CareyAir Wireless, Canvas, E-Mail, Indigo Portal, Library Database Resources, and WEPA Printing Services. **Please note that access to Canvas may not be available until approximately 7 days prior to the first date of your registered courses.**

### SETUP YOUR ACCOUNT

You will receive another email from OneLogin shortly that includes a link to set up your account. [This guide](#) will help you with setting up OneLogin Protect for multi-factor authentication, MFA, when you get to that point.

Please ensure that you understand the importance of not removing the app from your mobile device and the necessary steps when you acquire a new mobile device that are included in the article and the guide. This will prevent prolonged inaccessibility of our IT Resources in the future.

If you can't locate it, please complete the following:

- Visit OneLogin at <https://wmcarey.onelogin.com>
- Choose Forgot Password
- Enter your WCU student email address (included above)
- Choose Email for Authentication Factor
- Check the email account that you provided to WCU when you applied for a password reset link
- Use the link in the password reset email and follow the instructions presented to set your preferred password

**FIND MORE TECHNOLOGY INFORMATION**

<http://www.wmcarey.edu/it>

**REQUEST TECHNOLOGY SUPPORT**

<https://indigo.wmcarey/help>

If you were recently admitted to start a new degree, please contact your advisor or the school in which your program resides to determine how you should get registered for classes. Your advisor's contact information is available in the [Student Portal](#) under MyAdvisor. You should also have another email on the way that includes advisor information for you.

3. After applying for admission, you will need to complete a **registration form**. The registration form will be provided by the high school. Complete each section fully including listing each WCU dual credit class (current term only) on the back of the form. Please be sure to initial and sign the back of the form as well.
4. The cost of a 3-hour dual credit class is \$50.00 *per credit hour*. Most classes are 3 hours (\$150 per class). Lab-based classes are 4 hours and will have an additional \$50.00 tuition cost (\$200.00 per class).
5. **You can now pay online on our website** by accessing the “**Student Indigo Portal**.” Log in using the same login information given via the email after applying. Once you are logged into the portal, make sure to select the correct term at the top of your screen. Scroll down the page until you see “My Ledger”. Click on that and you will be sent to the payment page.
6. Check the amount to make sure it is correct using the above tuition rate multiplied by the number of class credit hours being taken and then submit payment. (If amount appears to be wrong, contact the school counselor who will contact WCU to get it adjusted).
7. William Carey University no longer sends out paper bills to students/parents. A statement can be printed from the Indigo Student Portal or the student may request a copy in the business office located in Tatum Court on the Hattiesburg campus or the business office located on the Tradition campus. Throughout the term, the business office will send billing notifications to each student’s WCU email address.

**NOTE:** In order to have **transcripts** of dual credit coursework sent to colleges/universities please use the following link: <http://www.wmcarey.edu/office/registrar/transcript>

**Transcripts must be ordered; they cannot be sent automatically without student authorization.**

# Setting Up/Resetting Password for Multi-Factor Authentication (MFA) – OneLogin Protect

You will need a personal mobile device to use for multi-factor authentication with your William Carey University account.

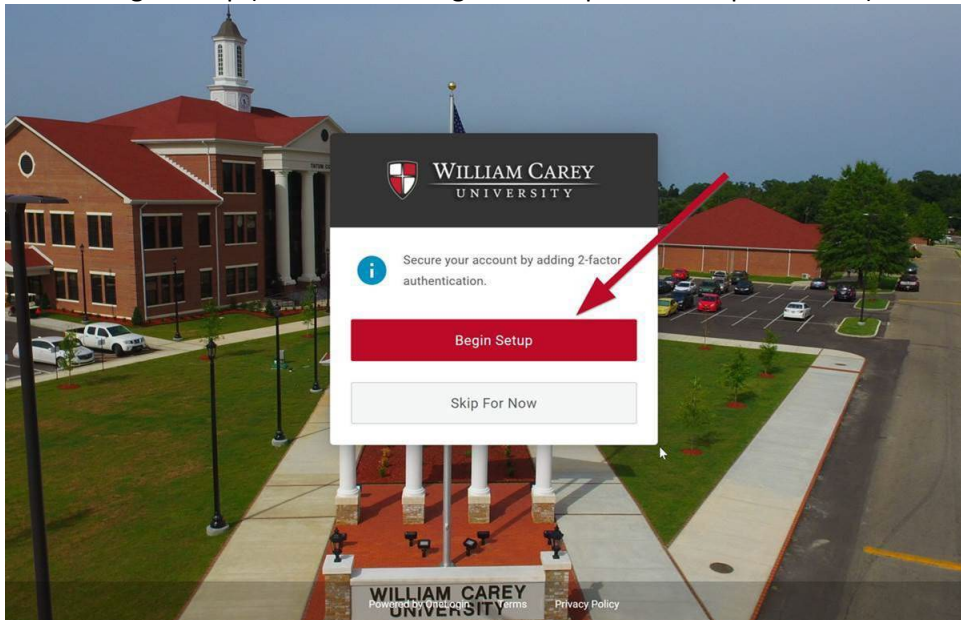
## Support

If you need assistance with configuring your authenticator, please open a support request through our Service Desk using the proper channel:

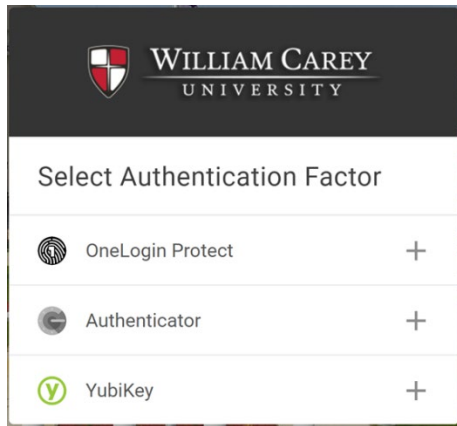
- **Students:** <https://indigo.wmcarey.edu/help>

## Initial Setup

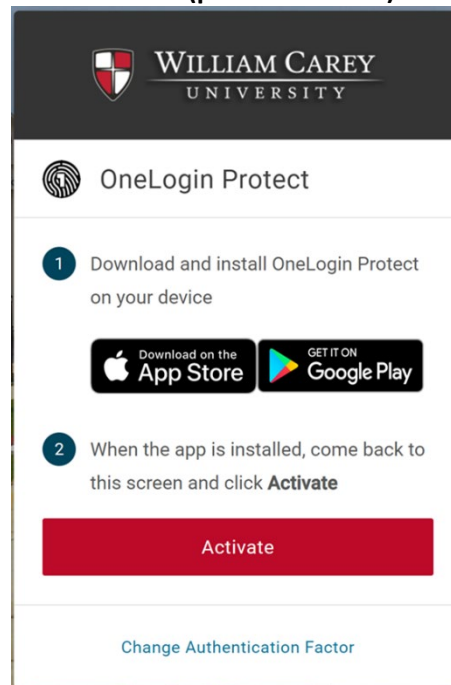
1. On a desktop/laptop, log in to OneLogin at <https://wmcarey.onelogin.com>
2. Choose Begin Setup (there will no longer be an option of "Skip For Now")



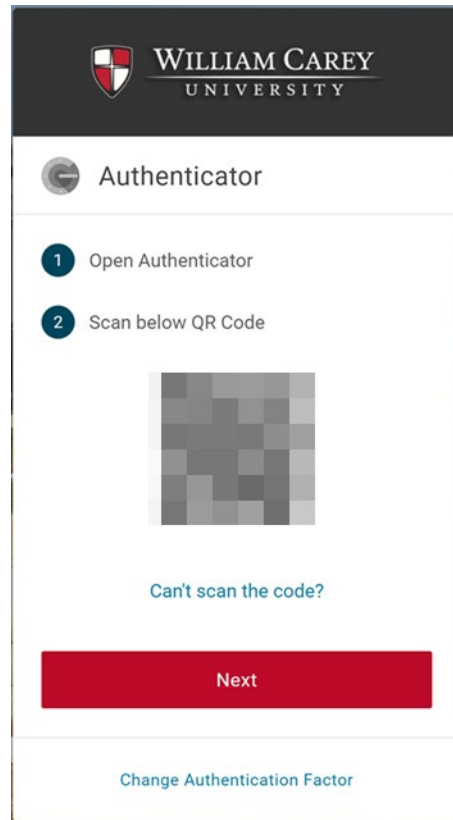
3. Choose the authenticator you would like to use (OneLogin Protect is recommended)



4. Follow the appropriate instructions to set up your authenticator of choice
  - a. OneLogin Protect
    - i. Download the OneLogin Protect app from the appropriate App Store **on your mobile device (phone or tablet)**



- ii. Click Activate and follow the instructions on-screen from the device you logged into in step 1
      - iii. **Do not delete the authenticator app after set up. You will need to approve challenges using this app on your mobile device for future login attempts.**
    - a. Authenticator (Third-party Authenticator App from Google, Microsoft, Duo, etc.)
      - i. Download or open your app of choice and set it up as instructed, if necessary
      - ii. Choose to add an application or service in the authenticator
      - iii. Scan the QR code with your mobile device camera when prompted or choose "Can't scan the code" if your app requires you to enter a code



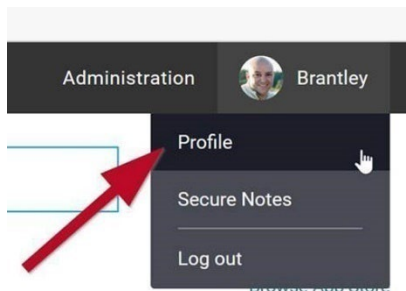
- iv. Do not delete the authenticator app after set up. You will need to approve challenges using this app on your mobile device for future login attempts.

## Moving to a New Mobile Device

1. Log in to OneLogin at <https://wmcarey.onelogin.com>
2. Click your name or photo in the top-right corner



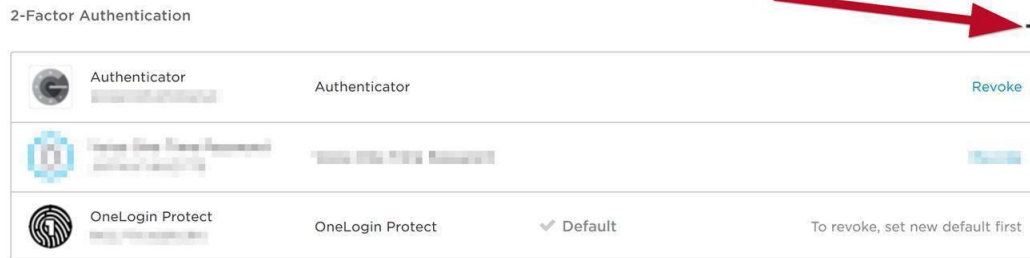
3. Click Profile



4. Make note if the ID for your current authenticator, you will need it to remove the initial authenticator later



5. Click + in the 2-Factor Authentication section



6. Follow the instructions defined in the Initial Setup instructions above on your **NEW** device. The screens will look slightly different, but the steps should be the same.
7. After you have set up the new device, you can revoke the authenticator from your old device. Make sure you Revoke the authenticator that you noted in step 4, **not the new one**.

## Resetting OneLogin Password

To reset your password for OneLogin, you will need to complete the following steps:

1. Visit OneLogin at <https://wmcarey.onelogin.com/>.
2. Choose "Forgot Password".
3. Enter your WCU student email address. **Be mindful that our usernames use (first initial)(last name)(student ID). For example, the address would look like [jdoe123456@student.wmcarey.edu](mailto:jdoe123456@student.wmcarey.edu).**
4. Choose "Email" for authentication factor.
5. Check the personal email account that you provided to WCU when you applied as a student.
6. Use the link and follow the instructions presented to set your preferred password. If we do not have your personal email address on file, you will be required to provide verification of your identity to allow our staff members to set your personal email address in our system.

Once everything is finished, please wait up to 15 minutes to login using the new password.

## **Student Instructions for Online Payment of Tuition**

This set of instructions is only for students who are making personal payment for DC class tuition and **ARE NOT** receiving any financial assistance from the high school/district for their DC classes.

The tuition is **\$50.00 per credit hour**: 3-hour classes - \$150.00; 4-hour classes - \$200.00

**Step 1:** Go to [www.wmcarey.edu](http://www.wmcarey.edu)

**Step 2:** Click on "**Menu**" near the top of the page. Locate the "**Student Life**" column and scroll down to "**Indigo Portal**"

**Step 3:** Log in just as you would into Canvas or OneLogin (with the same username and password). The username is the first initial of your first name (i.e., "J" for John) and your full last name, such as "Doe" followed by your student ID number (Ex: **JDoe123456**). You will receive the ID number via the email address submitted during completion of your **online application**; please be sure to use a **valid** email address. **The email with your ID number will come from [bounce@wmcarey.edu](mailto:bounce@wmcarey.edu).**

It may take a day or two for your application to go through. If you do not receive your information, contact the HS counselor/teacher who will then contact the WCU DC Department. This process helps to ensure that student IDs remain confidential to protect student privacy.

**Step 4:** On the top left of the screen make sure you are in the correct Term (**DCFA2025** or **DCSP2026**).

**Step 5:** Scroll down the left side of the screen and go to the "**My Ledger**" option.

**Step 6:** Your balance will be displayed with an option for payment (bottom right of the screen).

**Step 7:** Check the amount to make sure it is correct using the above tuition rate multiplied by the number of class credit hours being taken and then submit payment. (If amount appears to be wrong, contact the school counselor who will contact WCU to get it adjusted).

**IMPORTANT:** William Carey University no longer sends out paper bills to students/parents. A statement can be printed from the Indigo Student Portal or the student may request a copy in the business office located in Tatum Court on the Hattiesburg campus or the business office located on the Tradition campus. Throughout the term, the business office will send billing notifications to each student's WCU email address.

\*Thank you for partnering with **William Carey University** through the Dual Credit Program!