

1. Go to the Wilmington College website:
www.wilmington.edu

Scroll to bottom of webpage.
Click on "WCportal".

- OR •
go directly to the WCportal link:
<https://wcportal.wilmington.edu.ics>

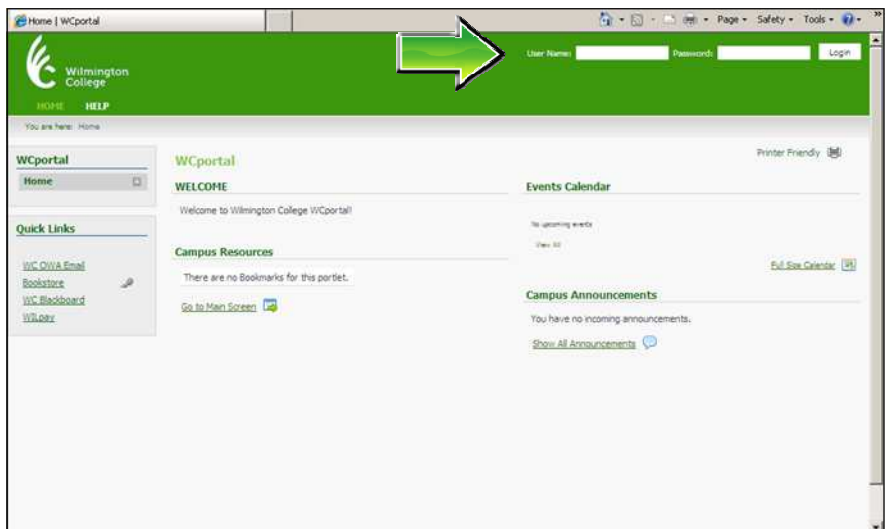


2. Enter your **WC Network User Name** and **Password**.

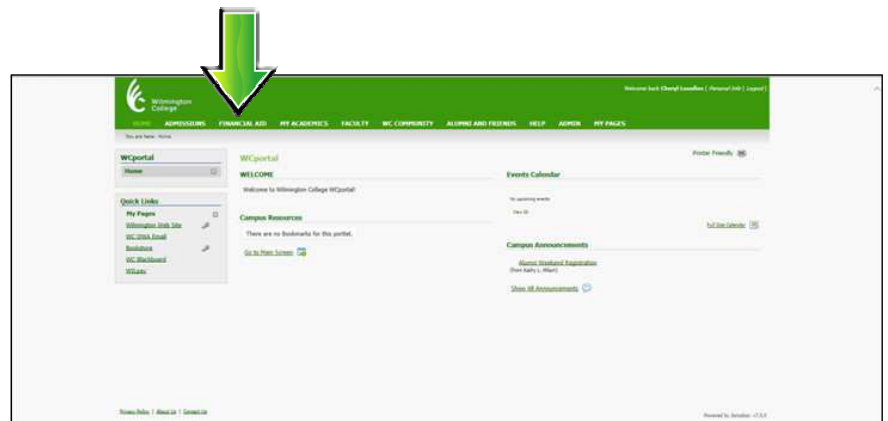
Click on "Login".

This is the same user name and password used to connect to the WC network or your WC OWA Email (web email).

First-time WC students: your Network, WILpay, WCportal and WC Email **User Name and **Password** are the same.*

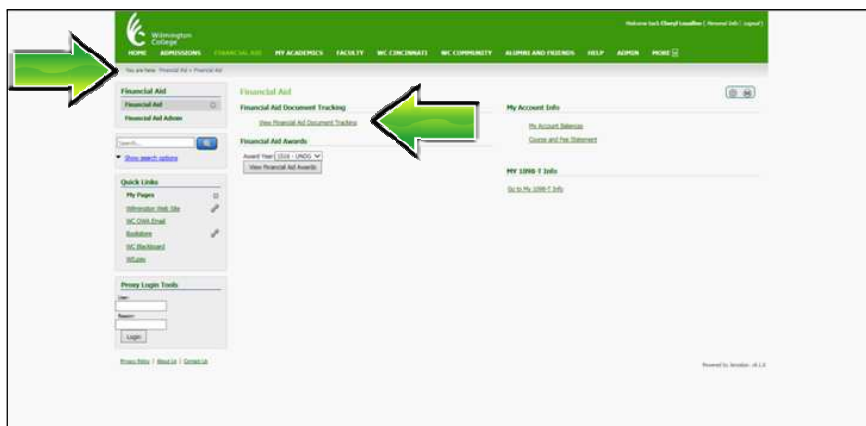


3. Click on "Financial Aid" tab.



- Under “Financial Aid Awards” click “View Financial Aid Document Tracking”.

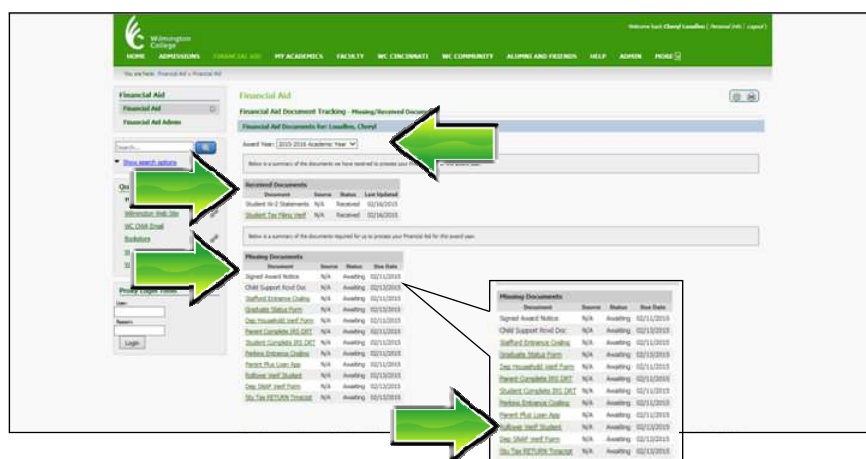
Note: To navigate through WCportal, **do not use the back arrow or backspace button**. Instead use the “You are here:” menu bar and click the desired “bread-crum” or click the desired tab in the header.



- Under “Financial Aid Documents”, choose “2018-2019 Academic Year” from the Award Year drop down box.

“Received Documents” displays documents that have been received or processes that have been completed.

“Missing Documents” reflect documents or processes that have not been complete but are required to complete your financial aid file.

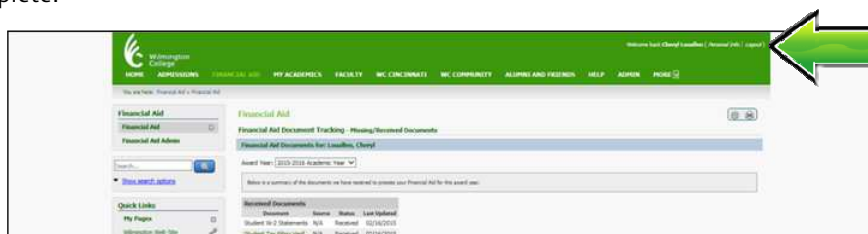


Some documents are underlined and in **green** text and are linked directly to the form or instruction sheet. Click on the document to view, print, complete and submit to Student One Stop.

Documents may be submitted via fax to 937.383.8564 or via email to sos@wilmington.edu.

It is imperative that all items listed in “Missing Documents” are completed and submitted as quickly as possible. Financial aid funds cannot be disbursed to student accounts nor are students permitted to move to campus or participate in athletics or organizations until all documents/processes are complete.

- Click “Logout” located in the right of the menu bar.



If you have any questions or need assistance with the online Aid financial aid document process, please contact the Student One Stop Center at sos@wilmington.edu or 1.800.341.9318 x600.

We will be happy to assist you.