



Setting up your WDTC accounts:

Step 1:

- **Student Email Website:** <https://outlook.com/wdt.edu>
- **Your official WDTC email address and email username is:**
FirstName.LastName@student.wdt.edu
- **Temp Password:** <Your date of birth in MMDDYYYY format (e.g., May 23, 1992 would be "05231992")>

(If you access another Microsoft account on the same computer, it may automatically sign you into that account. Please sign out of your other Microsoft account to access your student email account or try using a private/incognito tab in your browser.)

***Please note that any apostrophes in your name will be replaced with an underscore "_". For example, someone with the email Person.O'Lastname@student.wdt.edu will use*

Person.O_Lastname@student.wdt.edu as their email username.

Step 2:

- **MyWDT Website:** <https://my.wdt.edu/ics/>
- **Student ID and MyWDT username:** (7 digit student ID number located on Student Schedule)
- **Password:** (password you just created for your student email account)

MyWDT is the student information system and includes your class schedule, grades, billing statement, financial aid information, and more. Log in at my.wdt.edu. Go to Students tab at the top of the page, locate Student Links on the right side of the page and select MyWDT Navigation Instructions for a brief video on how to navigate your courses within MyWDT.

Check your student email for important information by logging in at <https://my.wdt.edu/ICS/> and clicking the Student Email link in the menu. This will take you to a Microsoft Office365 portal, where you may log in with your student e-mail address and your newly-set password.

If you have any trouble, please contact us at (605) 394-5355 or helpdesk@wdt.edu. Our hours of operation are Monday - Friday 7 a.m. to 4 p.m.