SIGNING ON TO WebSTAR

1. Go to www.imperial.edu.

2. Click on **WebSTAR**

3. For *User ID*, input your social security number or student ID (9 digits, begins with G00).

4. Enter your PIN. If you have not used WebSTAR before, it is your six-digit birthdate to start with (mmddyy).

5. Click on *LOGIN*.

6. If you have not used WebSTAR before, you must use your birthdate as your first PIN. You will then be required to change it to another number. Re-enter your current PIN, which is your six-digit birthdate. Then, input a new PIN, which must be six digits, numbers only. Do not tell anyone else what your PIN is.

7. Enter a security question. If you forget your PIN in the future, you will be asked this question and if you know the answer, your PIN can be released to you. Keep it short and a question that not just anyone will know the answer to. Some examples: Dog's name? Nephew's name? Mother's maiden name? Favorite car?

8. Input the answer.

9. Click on *Submit*.

10. If you agree to the terms of usage, click on *Continue*.

VIEW AND UPDATE ADDRESSES, TELEPHONE NUMBERS, E-MAIL ADDRESS

After signing into WebSTAR, click on *Personal Information Menu.* Then click on the option you wish to view or update, follow the instructions and provide the information requested.

CHANGE PIN

If you wish to change your PIN at any time: after signing into WebSTAR, click on *Personal Information Menu*. Click on *Change PIN* and follow the instructions and provide the information requested.

NAME AND SOCIAL SECURITY NUMBER CHANGES

Changes must be requested in writing together with appropriate, required documentation. Contact the Admissions and Records Office for additional information.