

1. Go to www.stevenson.edu.
2. In the **Quicklinks** box in the upper right corner, select **WebXpress**.
3. If you know your **User ID** and have created a permanent **password** in a past session, proceed to **Log In**.
4. **If you do not remember your password**, select “*Reset My Password*” and enter your last name and social security number or your Stevenson ID and submit. (Your Stevenson ID is a 7 digit number and appears on most of our correspondence with you). Select the e-mail address to receive your temporary password.
5. **If you do not know your User ID**, select “*What’s My User ID?*” and enter your last name and social security number or your Stevenson ID and submit. Once submitted, you will be shown your **User ID**.
6. Go back to **Log In** and enter your **User ID** and the temporary **password** you received in your e-mail
7. You will receive a message that says, “*Your password has expired. Please choose a new password for your security.*”
Create your new password - it must be 6 to 9 characters long and include both letters and numbers.
8. Re-enter your password again for confirmation.
9. Continue through the remaining screens as an “**Applicant.**”

If you have any problems/questions, please contact either:

Tech Connection, at 443-334-3000 or techconnection@stevenson.edu OR

Sue Rubino, Admissions at 443-352-4404 or srubino@stevenson.edu

IMPORTANT: Let them know you are currently an Applicant not a Student.