

# Instructions for using Webassign

**Webassign** is accessible through the URL

<http://www.webassign.net>

You can also find links to webassign on your course homepage or CHIP homepage for your course. Once you are on the Webassign page click on login and you will get to the login page. You would need your username, institution code, and your password in order to log on. The institution code is **purdue**.

Your username is made up of the first four letters of your last name (all lower case) followed by last four digits of your new **10 digit student ID**.

**Example:** Last name: *Charles* and **SID:** *00153-25432*, in this case the username will be "**char5432**". In some special cases when the last name has fewer than four characters, the additional characters will come from the first name, and if necessary, from the middle name. Some examples are given in the table below:

Name known by Registrar	SIN	Login name	Comments
Charles, James Ryan	00153-25432	char5432	Nothing unusual
Oh, Robert	00078-82307	ohro2307	2-letter last name
O, Jo Marie	00363-23427	ojom3427	1-letter last name, 2-letter middle name
Al-Ama, Ita Ota	00322-46429	al-a6429	Hyphenated last name
Le Ci La, James Doug	00684-56753	leci6753	Blank spaces in last name
Tu(Chien), Stephanie	00825-96129	tu(c6129	Parentheses in last name
O'Sullivan, David	00160-91124	o'su1124	Apostrophe in last name

A default password has initially been assigned to each student. Your initial password for this semester is "**172passmn**" for Phys172 and "**172Hpassmn**" where *mn* is the 6<sup>th</sup> and 7<sup>th</sup>

digits of your **SID**. For the **SID** in above example (**00153-25432**) and course, the initial password will be **172pass25** or **172Hpass25**. Once you log in for the first time you should change your initial password to something more private immediately.

Once you log on to the **Webassign** three different links. First of all click on “**My Options**”. A new window will open. At this point you must update your information, particularly enter your e-mail address, **we will need it to contact you**. You must also enter your new password you wish to use. Then click on save and the information will be saved. You can then close the window.

Next you must click on the link “**Guide**”. That will take you to complete student guide. In order to use Webassign correctly you must read this guide.

If you have any questions, please contact us either through Webassign communications link or through direct e-mail to: [saxena@physics.purdue.edu](mailto:saxena@physics.purdue.edu)