

Information Requested	How it is Used
First Name / Last Name	Together, this becomes the name displayed by CWL. For example, Entering <i>John</i> and <i>Smith</i> displays the name <i>John Smith</i> .
Guest ID	Enter the identification number provided by VST.
Secret Phrase	Enter the word or phrase you have chosen. Note: The text is case-sensitive.
Login	This becomes the username for your account. Choose a username between 2 to 8 characters long, where: <ul style="list-style-type: none"> • the first two characters are letters of the alphabet • the remaining characters are letters or numbers • all characters are lower case.
Password	This becomes the key to accessing your CWL account. Keep your password private, to protect the personal information that your account can access.
Security Questions	The three security questions that you choose, and the answers that you provide, will be used to confirm your identity if you forget your password, or request other account maintenance.

8. Click **Continue**.

This completes the account creation process.

Your account will be active from July 1st through September 15th of the summer you are attending VST.

Unfortunately, VST can not provide technical assistance to help with CWL accounts. For assistance, you can visit UBC IT Services in Room 100 of the Leonard S. Klinck Building (next to the Koerner library). Hours of operation: 8:30am – 4:30pm, Monday – Friday except statutory holidays. Or phone the UBC Helpline at 604-822-2441