


# Membership Enrollment

## Student Enrollment Instructions:

1. Log in to WOU Portal
2. Click the WolfWeb App 
3. Click Student Menu
4. Click Health and Wellness Center
5. Click Health and Wellness Center Pass
6. Select the Type of Individual (Self is defaulted, which has all of your WOU information already loaded)
7. Click to agree to the Operational Hours/Membership information
8. Select the Access Period: (only current available access periods will be present in the drop down menu)
9. Select Add – will move to next screen
10. If you wish to add a partner or dependent membership onto your account select "Add Additional Individuals" and follow steps 6-9 again adding in the requested information.
11. Select "Submit Enrollment" if you are done place the membership cost on your WOU account.
12. Click Submit Enrollment  
NOTE: Once you have applied the Health and Wellness Center membership charges, you are responsible for payment. To cancel your membership please visit the Health and Wellness Center front desk. HWC Refund Policy is consistent with the Business Office Refund Schedule.
13. You have successfully completed the HWC membership enrollment process


## Payment Information:

If you completed the HWC membership enrollment process prior to the first Friday of the term, a minimum payment of 1/3 of your account balance must be made by 5:00PM on the first Friday of the term either online or at the Cashier's Window (cash or check) 8:00am-5:00pm Monday-Friday in Administration Building 102A.

If you completed the HWC membership enrollment process after the first Friday of the term, a minimum payment of 1/3 of your account balance is due at time of sign up either online or at the Cashier's Window (cash or check) 8:00am-5:00pm Monday-Friday in Administration Building 102A.

Deferred Payment Option – If unable to pay 1/3 of your account balance by the due date, a short term deferment is available for a \$12 service fee by visiting the Business Office.

## Online Payment Instructions:

1. Log in to WOU Portal
2. Click the WolfWeb App 
3. Click Student Menu
4. Click Account Summary Totals / Account Payment
5. Click Payment Options (located at the bottom of the page)
6. Choose a Payment Option
  - a. E-Check Payment
  - b. Master Card/Discover Payment

## Access Instructions:

1. Upon your first visit to the Health and Wellness Center you will need to bring your WOU ID card.
2. At that time you may also choose to have your fingerprint scanned for back-up biometric access.  
NOTE: It can take up to 24 hours for your membership information to be processed into the HWC system. The membership receipt emailed to you or payment confirmation printout will grant you access to the facility until your membership/payment information has been processed and updated.