


## Membership Enrollment

### Faculty/Staff Enrollment Instructions:

1. Log in to WOU Portal
2. Click the WolfWeb App 
3. Click Employee Menu
4. Click Health and Wellness Center Memberships
5. Click Health and Wellness Center Memberships
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 either Use payroll deduction (only available Fall term for 9 or 12 month memberships) or Apply charges to my WOU account (this option requires you to pay the membership cost at the Cashiers Office in the Administration Building).
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. There are a few additional steps listed below in the Access Instructions.

### Access Instructions:

1. 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.
2. Upon your first visit to the Health and Wellness Center you will need to bring your WOU ID card to be encoded.
3. At that time you may also choose to have your fingerprint scanned for back-up biometric access.
4. Partner or dependents will be required to sign the Assumption of Risk form, have their picture taken at the HWC front desk and a HWC ID card will be issued to them.