

Dear Student:

Education and Clergy Development (E&CD) is delighted to share with you a development which makes your educational files accessible from your computer or mobile device.

Once you have registered for your Student Portal account with our office you will have opportunity to see your current information and status with E&CD. You will also have the opportunity to view, print or download your individual transcript. This means you can have 24/7 access to the current information on your file with E&CD. Your district DBMD leadership also has online access to your file to keep abreast of your academic progress.

With your ability to access information 24/7 from anywhere you connect to the internet, the sending of paper or e-mailed transcripts and calling our office to access grade information are no longer necessary. Also, the Student Portal is the only entry point for E&CD correspondence course registration.

It is our sincere hope that this system of access to your records will be a help to you in your academic progress.

How to register for an account and access the Education and Clergy Development Student Portal:

- Go to <https://secure.wesleyan.org/login/register> and click "Register."
- Enter your name, email, and password information. Then type in the displayed characters for authorization and click "Submit."
- You will receive a request for confirmation at the email address you provided. Click on the link.
- Go to <https://secure.wesleyan.org/emcam> and login with your email and password.
- Fill out the form with your contact information and choose the "Transcripts for Ministerial Students" check box for Access Request.
- An emailed confirmation will be sent when your account has been approved. This may take a few days.

As you view your records, please notify us of any changes that need to be made. We have placed an "Email E&CD" button on the Bio tab of your records to make it easy for you to send us updated information.

We look forward to assisting you in ministry,

Education and Clergy Development
The Wesleyan Church
education@wesleyan.org
317-7743912