

## INSTRUCTIONS FOR RETRIEVING YOUR ANONYMOUS NUMBER

As mentioned in the Policies and Procedures Memorandum, law school exams and various assignments are taken with the use of anonymous numbers for identification. Professors are unaware of the student's identity when grading. You must retrieve your anonymous number in advance of taking exams and submitting your final Legal Methods paper.

You will find your anonymous number in myWidener, the University's online portal.

**Activate your myWidener account now.** Access to your myWidener account is the only way you will be able to obtain your anonymous number and final TAP grades. You will need your **University ID Number** referred to as your **School Tracking No.** on your [Application Status Online \(ASO\)](#). Visit our Password Self-service webpage (<https://pss.widener.edu/>) to look up your account information. Use the University ID Number in the Login ID Lookup field (Last Option) to obtain a verification code and follow the account set up instructions. Please contact ITS at 302-477-2221 if you have difficulty logging into myWidener.

**To retrieve your anonymous number**, log in to your myWidener account. Under the Academic heading, you should see a task box for Plan and Schedule Courses. Click this task box. On this page, you will see headings that start with Schedule, Timeline, etc. The last one on this row is **Law Anonymous Grading ID**. Click the heading to access your number. This is the number you will use for your final Legal Methods assignments and your final exams.