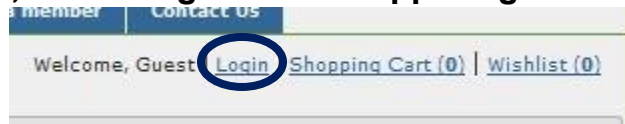


## How to Change Your Username/Password/Primary Email

To change account settings such as your username, password or primary email, follow these instructions.

1. Visit this link: <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>
2. At the top of the page, click “Login” on the upper right side.

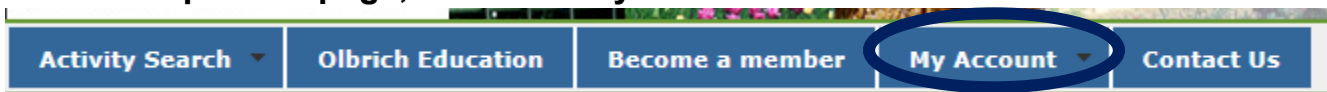


3. In the box that opens, enter your username and password.

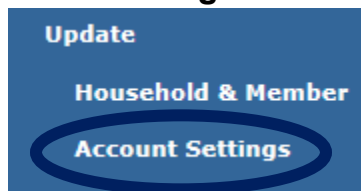


A screenshot of a browser window titled '3.1 Olbrich WEB'. Inside the window is a 'WebTrac Login' form with two input fields: 'Username \*' and 'Password \*'.

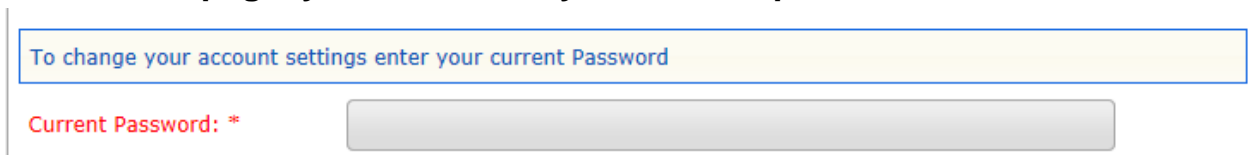
4. At the top of the page, click the “My Account” tab.



5. Under “Update,” click “Account Settings.”



6. On the next page, you must enter your current password.



A screenshot of a form on the account settings page. It features a yellow box with the text 'To change your account settings enter your current Password'. Below this is a label 'Current Password: \*' followed by an empty input field.

7. On this page, you can change your login (username), change your password, or change your primary email address. Click “Submit” to save the changes.

Ready to register for classes? <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>

Read the documents provided in our “How To” section to learn more about online class registrations, or contact the Education Registrar with additional questions by emailing [aschwoerer@cityofmadison.com](mailto:aschwoerer@cityofmadison.com) or calling (608) 245-3648.