WebLogin helps you authenticate yourself so that the University can give you access to a range of web services and applications. You normally use your University IT account username and password to log in to WebLogin. Some services may require you to use a one-time password (OTP) to gain access; for more information about this, please see Multi-factor authentication (MFA) help.

When you access a University web service or application which requires you to login via WebLogin, depending on the device and service you are using you may be presented with login screens similar to the one below.

After you first sign in to a web service or application you can access most others without receiving further prompts for your password. You may still be prompted for your password or an OTP (One-time password) for some services.

1. Go to the service you want to access.
2. In the Username box, type your University username (this is in the format of bloggs), not your email address) and click Next.
3. You may be prompted for either or both of these, depending on the device and service you are using:
   a. OTP (One-time password): Open your authenticator app on your mobile device. Copy the six-digit code displayed in to the one-time password box in WebLogin and click Next.
   b. Password: In the Password box, type your University password.
4. Click Login.

If you get authenticated successfully, you will be passed through to the web service or application that you wanted to access.

It is also possible to login to WebLogin without trying to access a University service or application, at: https://weblogin.lancs.ac.uk/login/

Automatic login is enabled by default on most Lancaster University WebLogin applications. If you want to disable this feature so that you still must log in separately to web applications, follow the instructions below.
1. Navigate to https://weblogin.lancs.ac.uk/preferences/

2. Untick the Log me in automatically box.

3. Click Save.

To log out of a web service or application which uses WebLogin, you can:

1. Click the logout button in the service or application that you are using. This should take you to the WebLogin Log Out screen.

2. Click Log Out. The Logged Out screen appears, confirming that you are logged out.

Logging out in this way will also log you out of any other WebLogin authenticated services or applications that you had open in your browser.
If the WebLogin authenticated web service or application you are using does not have a logout button (or if there is a logout button but it doesn't work), the alternative ways to log out are:

**Close down your web browser**
- Click the Close button at the top right of your browser.

Choosing your browser will also log you out of any other WebLogin authenticated services or applications which you had open in your browser.

**Go direct to the WebLogin logout screen**

1. Navigate to: https://weblogin.lancs.ac.uk/logout/
2. Click Log Out – the Logged Out screen appears, confirming that you are logged out.

Logging out in this way will also log you out of any other WebLogin authenticated services or applications that you had open in your browser.