HOW TO SET UP WCJC STUDENT EMAIL

Step 1 From www.wcjc.edu, click the “Student Email” link in the lower right of the page.

Step 2 Click on the “First Login” button.

Step 3 Enter your WCJC e-Mail Prefix and password.

User Login

To find your e-Mail Login (email prefix):

- Go to www.wcjc.edu
- Click on Online Services and select Enter Secure Area.
- Log in to Online Services
- In Online Services, click on the Personal Information tab and select View e- Mail Address(es).
An e-Mail sign-on (User Login) is assigned based on the following formula:

first initial + last name + last 3 numbers of User ID (no spaces)

Example: A student named Jane Smith with a User ID of @04456789 would have an e-Mail sign-on of jsmith789 (assuming there are no duplicates).

Note: Sometimes alternatives must be issued in case of duplicates or last names longer than 16 characters.

Password

The initial password for all new student e-mail accounts is set up with the following formula: wcjc! (Exclamation point) followed by your 6-digit numeric birth date MMDDYY

For example, the initial or default password for Jane Smith, whose birthday is July 25, 1991 would be: wcjc!072591

Step 4 A security box will appear and prompt you to enter your Current, default password, followed by a new password.

The current or default password = Is your initial password beginning with wcjc! followed by your birthdate MMDDYY (wcjc!072591)

New password = you create a new password: The new password must meet the following requirements:

✓ At least 8 characters long
✓ Contain 3 out of the following 4 categories:
  1. UPPER CASE LETTERS
  2. lower case letters
  3. numbers (0-9)
  4. Non-alphanumeric characters (for example: !, $, #, %)
Step 5  Click “Continue”

Step 6  Click the down arrow to the right of the question to select a different question if desired.

Step 7  Answer the question. (Click the “Show hidden text” box to see the answer)

Step 8  Click “Next” to continue.
Step 9 Repeat steps 4 through 6 to answer the remaining required security questions.

Step 10 Verify the questions and answers you submitted by clicking the “Show Hidden Text” box. Should you wish to make changes to the questions or answers, use the “Back” button to edit your selections. Once you are satisfied with your selections, click “Continue” to proceed.

Step 11 You will be taken to the Account Login where you will enter your user name (email prefix).

Step 12 Enter the new password you created and click “LOGIN”
Step 13 If Login is **successful**, you will see…

WCJC Student e-Mail

Click “here” to go to student email.

If unsuccessful, you will get an error message; carefully review instructions for user name and password. Contact [IT Support](#) for assistance.

Step 14 You will be taken to the Google Accounts Page.

Step 15 At the bottom of the page, complete the CAPSHAW and click **I accept. Continue to account**.
Account will load…

Step 16 After accepting, you will enter your official Student e-Mail account

Note: Now that you have activated and complete enrollment, you can now login to your Student e-Mail by simply clicking on the Student e-Mail login link on the right column of the college homepage.

Step 17 To Log Out, click the down arrow at the far upper right by your email prefix.

When you do, you will see the following. Click “Sign Out” to exit.

Step 18 Exit your browser for security purposes!