

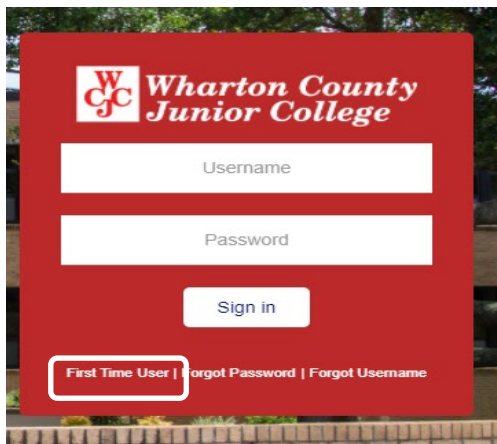


Wharton County Junior College

How to Create a Chosen Password for First Time Users

First Time Users will create a password before logging into the MyWCJC portal. To create an account password:

1. Click First Time User at the bottom of the login page



2. Enter your assigned WCJC Email Address.

Formats for email creation usually consist of the below; however, some email addresses may be revised if a duplicate exists:

- Students - **first initial of your first name + your complete last name + the last 3 digits of your student id @student.wcjc.edu**
- Faculty/Staff - **last name + first initial of first name @wcjc.edu**

A screenshot of a red form titled 'Let's get started!'. Below the title is the label 'WCJC Email Address' and a white input field with the placeholder text 'Answer'. A white 'Next' button is located at the bottom right of the form.

- Click Next

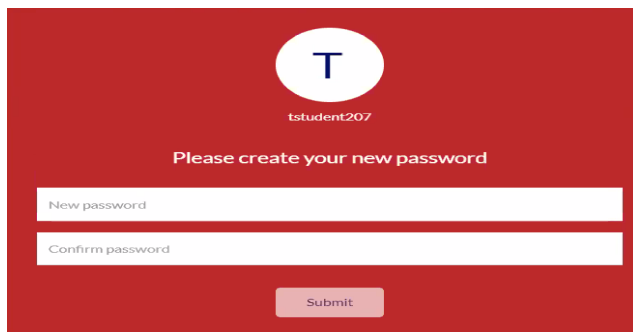
3. Enter your assigned WCJC ID number (starting with @).



➤ Click Submit

4. Choose your new password using the minimum requirements below and then enter and confirm your password.

- a. Your password must have the following minimum requirements:
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
 - Be at least eight (8) characters in length
 - Cannot be a password previously used
 - Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- b. Enter and confirm your password



➤ Click Submit

5. Once completed you will receive a Success message.

