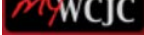




Wharton County Junior College

WCJC Password Manager Setup

Click on the [myWCJC](#) button in the upper right of the WCJC homepage  to access the myWCJC Landing Page. First Time users can enroll in the WCJC Password Manager by clicking the [WCJC Password Manager](#) link.

Password Management Enrollment

1. Login or Enroll

Enter your WCJC Student or Employee username and your password. First Time users will automatically be taken to the enrollment steps.


- a. Student e-Mail Username is assigned based on the following formula:
 - i. (first initial)(lastname)(last 3 numbers of User ID)
 - ii. Example: A student named Jane Smith with a User ID of @04456789 would have the WCJC email username of jsmith789 (assuming there are no duplicates).
 - iii. Alternatives may be issued in case of duplicates or last names longer than 16 characters. Check WCJC Online Services to verify your Student email address. After logging in, click on the Personal Information tab and select View Email Address(es).
- b. Employee e-Mail Username
 - i. General formula is (last name)(first initial) but in some instances may vary.
- c. Password -
 - i. The default password for all new student email accounts is set up with the following formula: wcjc!(6 digit birthdate mmddyy). The default password for Jane Smith, whose birthday is July 25, 1991 would be: wcjc!072591
 - ii. Employees refer to your HR onboarding documents or call the IT Help Desk at (979) 532-6568.

Login or Enroll

Login to enroll in the service or change your password reset options.

Username *

Password *

 Login

Click **“Login”** to continue

2. First Time Users with Default Passwords

- a. If you have not changed your default password, the below prompt will be displayed.
- b. Enter the first time user default password (wcjc!mmddy) then click “Continue”

You must change your password before logging on the first time.

Username *

Current Password *

- c. Enter your new password following the Password requirements listed below and click “Change Password”.

wcjc.cc.tx.us
passtest20

Account password to change

New Password *

Confirm New Password *

WCJC Password Requirements are:

- At least 8 characters long
- Use 3 of 4 character types
 - UPPER CASE
 - Lower case
 - Number
 - Symbol
- Cannot contain your name, birthday or username, cannot be a previous employee or student email password

- d. You have successfully changed your password.

Change Password

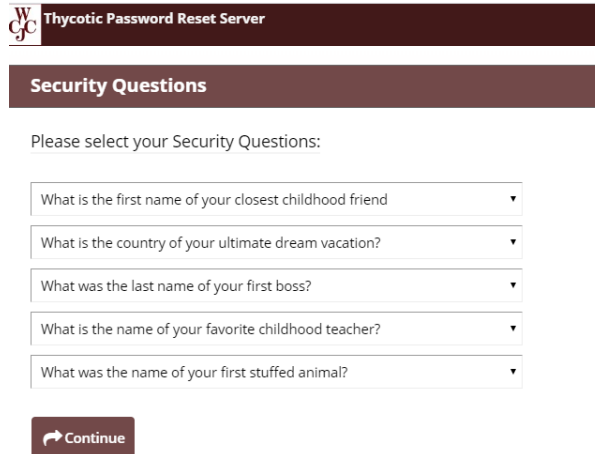
Password Reset Succeeded

wcjc.cc.tx.us
passtest20

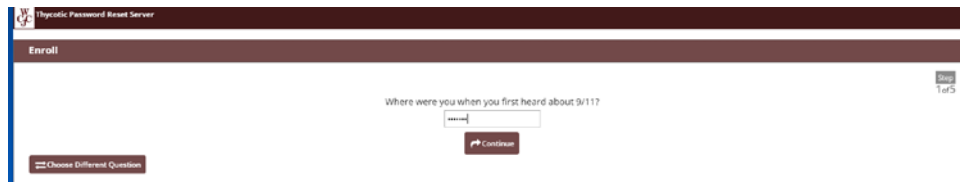
3. Setup Account Security Questions

Choose and Set up the answer for each of your five (5) security questions. All five (5) security questions are to be answered. Be sure to record your answers in a safe place, exactly as you type them. Your answers are case sensitive.

- Select your questions from each of the five (5) selections below.
- Click “**Continue**” to begin setting the answers to the questions.



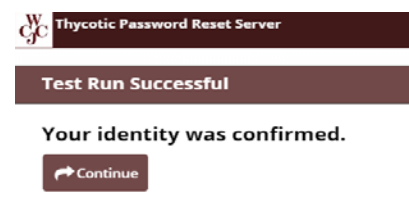
- Type in your answer to the question and click “**Continue**”.



- Continue to “Answer” each individual question until all five (5) questions have been successfully answered. When you have completed answering all five (5), complete the Test Run to make sure you setup your questions successfully. You will be required to answer at least 3 of your questions. Click “**Continue**” to advance to next question.



- You have completed verifying your Account Security Questions. Be sure to keep your recorded answers in a safe place. Click “**Continue**”



- f. You are now ready to access your email, click the “**Log Out**” link at the top of the page.

The screenshot shows the 'User Home' interface. At the top, there is a dark header with 'User Home' in white. Below this, there are two tabs: 'Security Questions' (active) and 'Profile Information'. The main content area is divided into sections. The first section is 'Enrollment Status', which shows a green checkmark and the word 'Enrolled'. Below this, it states 'Last successful password reset: Never' and 'Last failed password reset: Never'. The second section is 'Your Security Questions', which lists five questions with corresponding 'Change Answer' and 'Test' buttons. The questions are: 'Favorite Author' (Who is your favorite author?), 'Childhood Friend' (What is the first name of your closest childhood friend?), 'Dream Vacation' (What is the country of your ultimate dream vacation?), 'Favorite Childhood Teacher' (What is the name of your favorite childhood teacher?), and 'First Heard 9/11' (Where were you when you first heard about 9/11?). A blue information box below the questions states: 'You will need to get 2 of 5 questions correct when resetting your password.' At the bottom of the section, there are three buttons: 'Change All Answers', 'Test Run', and 'Change Password'.

Change My Password

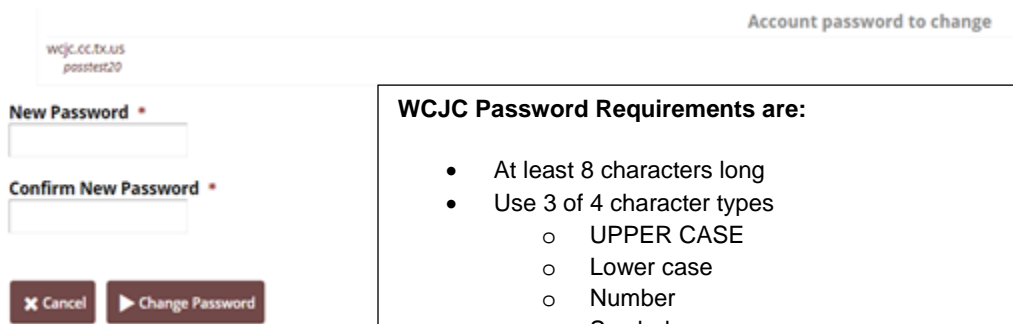
Click on the “**Change My Password**” if you want to change your password.

The screenshot shows the 'Mythic Password Reset Server' interface. It has a dark header with the server name. Below the header, there are two main sections. The left section is 'Login or Enroll', which contains a form with 'Username' and 'Password' fields, and a 'Log In' button. The right section is 'Reset My Password', which contains two options: 'Reset My Password' (Reset forgotten password or unlock account.) and 'Change My Password' (I know my password, but need to change it.). The 'Change My Password' option is circled in red. Below these sections, there is a 'Welcome to the WCJC Password Reset Portal' message, followed by instructions: 'Please login using your User ID only. Example: jsmith321' and a warning: 'Repeated login or reset attempts will temporarily lock your account. If your account is locked, please wait 15 minutes before attempting to login again. If you have waited and your account is still locked, please contact the WCJC IT support team at (979) 532-6548.'

- a. Login with your username and current password, click “**Continue**”.

The screenshot shows the 'Change Password' form. It has a dark header with the title 'Change Password'. Below the header, there are two input fields: 'Username *' with the value 'passtest20' and 'Current Password *'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

b. Create and enter new password meeting the below requirements, click **“Change Password”**



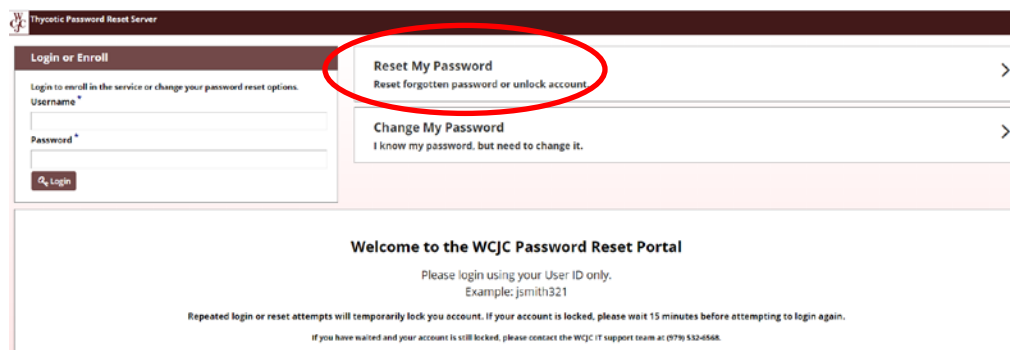
- WCJC Password Requirements are:**
- At least 8 characters long
 - Use 3 of 4 character types
 - UPPER CASE
 - Lower case
 - Number
 - Symbol
 - Cannot contain your name, birthday or username, cannot be a previous employee or student email password

a. You have successfully changed your password. You can now Login with your new password.



Reset My Password

b. Resetting a forgotten password can be accomplished from the Login page by clicking the **“Reset My Password”** button.



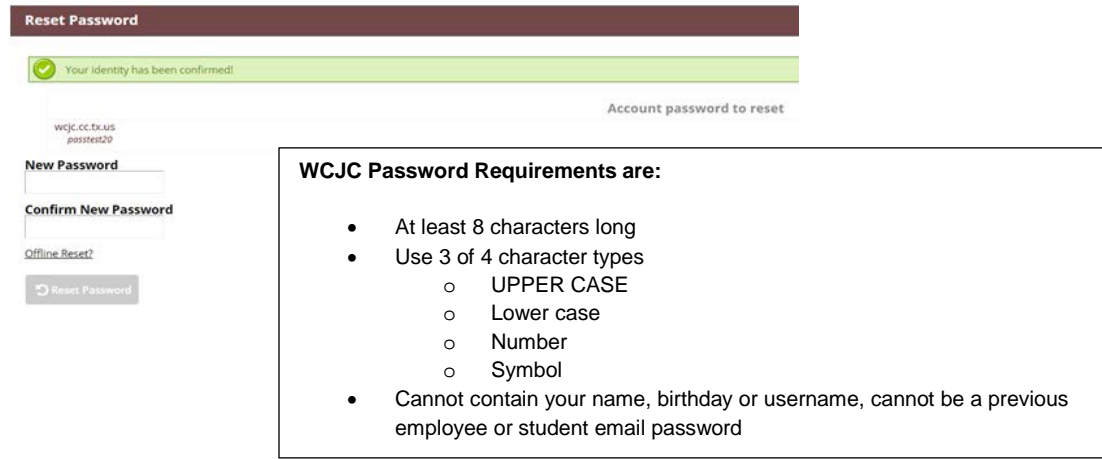
c. Fill in your username then click **“Continue”**



d. You will be asked to answer three (3) of your Account Security questions



e. Create and enter your new password. Be sure to follow the WCJC Password Requirements then click **“Reset Password”**



WCJC Password Requirements are:

- At least 8 characters long
- Use 3 of 4 character types
 - UPPER CASE
 - Lower case
 - Number
 - Symbol
- Cannot contain your name, birthday or username, cannot be a previous employee or student email password