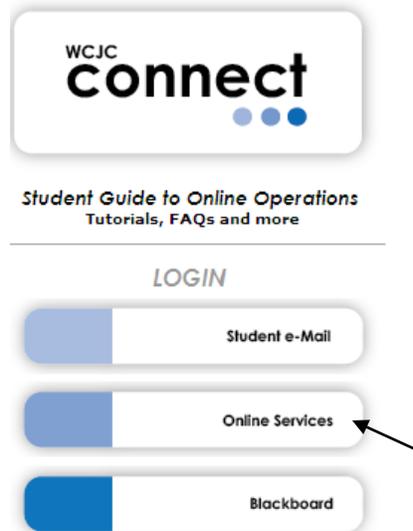# Wharton County Junior College

How to Log in to Online Services

Step 1 Access the **WCJC website** at www.wcjc.edu

Step 2 Click on the **Online Services** link under *LOGIN* link.

Step 3 Click "**Enter Secure Area**" if you have completed the application process and have been admitted to WCJC

OR

Click "**Checklist for Admissions**" to log in and find out what items are needed to complete your admission to WCJC.

Step 4 Enter your **User ID which is your Banner (Student) ID beginning with the "@"** (*or SSN with no slashes or dashes if previously provided to WCJC*) and **PIN** to login. (First Time you log in, the Pin is your Date-of-Birth, 6-digit numeric format MMDDYY, with leading zeros ex: 010485)

If you have forgotten your PIN, click the "Forgot PIN?" Button. Your security question will display with an area to type in your answer. Answering your security question correctly allows you to choose a new PIN – it will not give you the old PIN.

Step 5 You are required to **change your PIN** the first time you log in. Old PIN is your Date-of-Birth, 6 digit format MMDDYY with leading zeros, example: 010485.
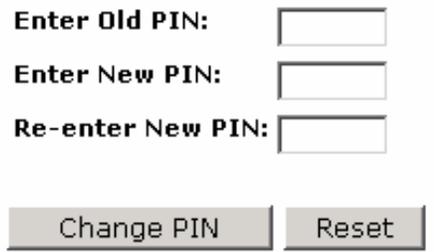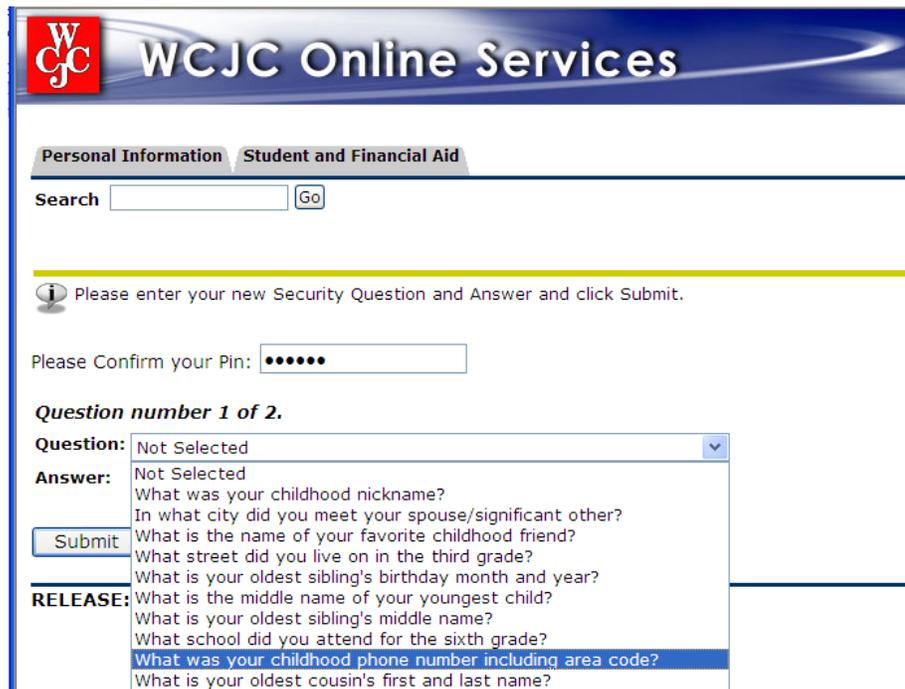
A new 6-digit PIN is required.
Click the **CHANGE PIN** button to save your PIN.

Step 6 You are required to **select two security questions** to be used if you forget your PIN.

Security Questions!

- Click the down arrow to the right of the Question "Not Selected" to select a Security Question…

- Answer the security question

- The answer to your question should **not** be your PIN.

- Select and answer a second security question

- Remember the answer is case sensitive

- Click the **Submit** button to save your question.

- You should now see the "Welcome" screen
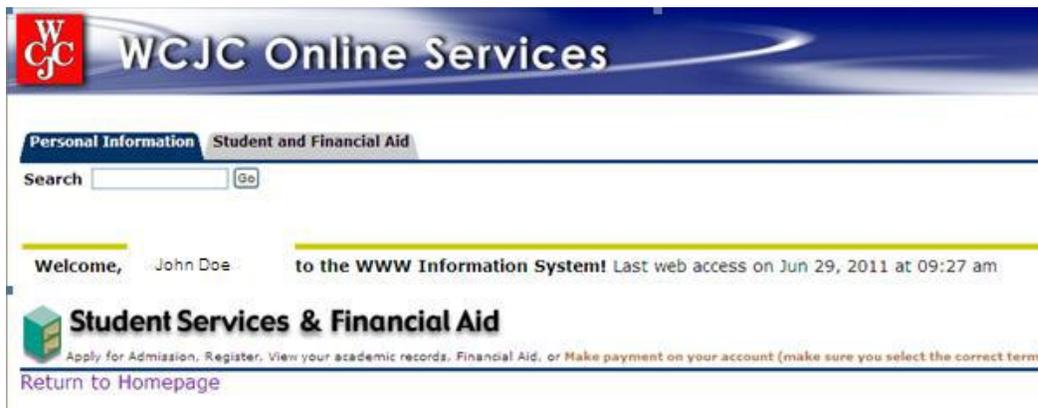
- Should you forget your PIN, you will be required to answer the two security questions exactly as you did when you set them up. Then you will be allowed to reset your PIN to a new six digit number.