

SET UP YOUR WCJC EMAIL ACCOUNT

The official means of communication with the College is your WCJC student email. Log in to your email prior to the start of the semester and check it regularly throughout the year.

All official correspondence, including billing information, faculty communication, deadlines reminders, and other announcements will be sent to your WCJC student email. Check it often!

What is my WCJC email address?

1. Your WCJC email address is your **first initial, last name**, and the **last 3 numbers of your WCJC Student ID**, followed by “@student.wcjc.edu”. Example: *jsmith123@student.wcjc.edu*.
Please note, your **username** is everything before the “@student.wcjc.edu”.
2. To locate your WCJC student email address, click on the Online Services link in the lower right hand corner of the homepage (www.wcjc.edu) under “WCJC Connect”.
3. Log in to Online Services using your Student ID, including the @ symbol, and your 6 digit pin.
4. Select “Personal Information” and then “View Email Address”.

My WCJC Email Address: _____

Set up Password Manager and Access your Email Account.

1. Go to the WCJC homepage (www.wcjc.edu) and click on the “Password Manager” link under “WCJC Connect”.
2. Log into Password Manager using your username (everything before the @ symbol) and default password. Your default password is wcjc!MMDDYY, where MMDDYY is your date of birth.
Example: If you were born, January 1, 1990, your default password would be: wcjc!010190.
3. Select “Continue”, then enter a new password and confirm the password.
4. After receiving a “Success” message, click Login and follow the prompts to establish your email account security questions. Once complete, close the Password Manager.
5. Go to the WCJC homepage (www.wcjc.edu) and click on the “myWCJC” button on the top right.
6. Log into MyWCJC using your username and new password. Your username for MyWCJC includes the “@student.wcjc.edu” on your email address.
7. Select “Student Email” and follow prompts.

If you need assistance accessing your WCJC email, contact the WCJC Help Desk at 979-532-6568.