



Wharton County Junior College

How to Access Faculty Online Services

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

Step 2 Click on the **Online Services** link under **WCJC Connect**.

WCJC Connect
Student e-Mail Information
Online Services
Blackboard
Online Advising

Step 3 Enter your **WCJC 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). Click “Login”

WCJC ID:
PIN:
Login Forgot PIN?

If you have forgotten your PIN, click “Forgot PIN?”. 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 4 You will be required to **change the PIN** the first time you log in. The “Old PIN” is your Date-of-Birth, in a 6 digit format MMDDYY with leading zeros, example: 010485.

A new 6-digit PIN is required. Enter the “New PIN” a second time to verify. Click the **CHANGE PIN** button to save your PIN.

Enter Old PIN:
Enter New PIN:
Re-enter New PIN:
Change PIN Reset

Step 5 You are required to **select two security questions** to be used to reset your PIN to the default (your date of birth in the MMDDYY format) if you forget your PIN.

- Click the down arrow to the right of the Question “Not Selected” to select a Security Question...

The screenshot shows the WCJC Online Services interface. At the top, there is a logo with 'W' and 'CJC' and the text 'WCJC Online Services'. Below the logo, there are two tabs: 'Personal Information' and 'Student and Financial Aid'. A search bar with a 'Go' button is present. A message says 'Please enter your new Security Question and Answer and click Submit.' Below this is a 'Please Confirm your Pin:' field with six dots. The section is titled 'Question number 1 of 2.' There are two dropdown menus: 'Question:' and 'Answer:'. The 'Question:' dropdown is currently set to 'Not Selected'. A 'Submit' button is located below the 'Answer:' dropdown. A 'RELEASE:' section is visible at the bottom of the dropdown menu, listing several security questions. The question 'What was your childhood phone number including area code?' is highlighted in blue.

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

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- Select and answer a second security question

WCJC Online Services

Personal Information Student and Financial Aid

Search Go

Please enter your new Security Question and Answer and click Submit.

Question number 2 of 2.

Question: What was the last name of your third grade teacher? ▾

Answer: Owens


Submit Reset

- Remember the answer is **case sensitive**
- Click the **Submit** button to save your question.
- You should now see the “Welcome” screen

Once you have logged in to Online Services, click “**Faculty Services**”

Personal Information Student Financial Aid **Faculty Services** Employee

Search Go

 **Faculty Services**

- 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.

For More information on Faculty Services, see the “[Faculty Services](#)” power point on the internet.