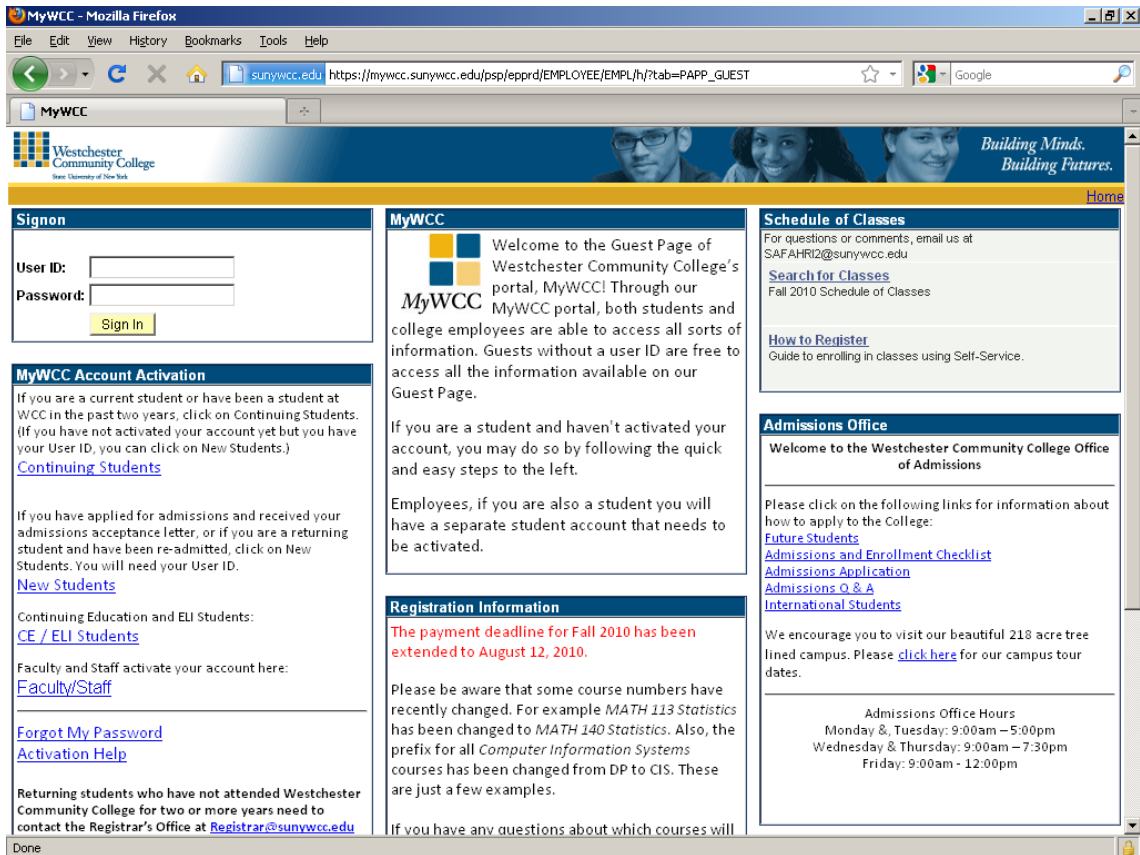


# Account Activation – Faculty and Staff

Note: If you already have and use a College email account (i.e. [joe.smith@sunywcc.edu](mailto:joe.smith@sunywcc.edu)) and/or have signed on to the College network using a computer at the main campus or an extension site, your account is already active and you do not need to perform the steps detailed in this document.

**Step 1:** Locate your *User ID*. This is how you will identify yourself to the portal. Your User ID is in the letter you received from the Human Resources department when you were hired. If you don't have your User ID, please contact the Help Desk at (914) 606-6665 for assistance.

**Step 2:** Go to <https://mywcc.sunywcc.edu>



## Account Activation – Faculty/Staff (continued)

**Step 3:** Click the “Faculty/Staff” link in the “MyWCC Account Activation” section:

The screenshot shows the MyWCC website interface in a Mozilla Firefox browser. The page is titled "MyWCC" and features a navigation bar with the Westchester Community College logo and the slogan "Building Minds. Building Futures." The main content area is divided into several sections:

- Signon:** A form with fields for "User ID:" and "Password:" and a "Sign In" button.
- MyWCC:** A welcome message for the Guest Page, stating that students and college employees can access all sorts of information, while guests without a user ID are free to access all the information available on our Guest Page.
- Schedule of Classes:** A section for questions or comments, with contact information for SAFARI2@sunywcc.edu and links for "Search for Classes" and "How to Register".
- MyWCC Account Activation:** A section with a red box highlighting the text: "Faculty and Staff activate your account here: [Faculty/Staff](#)". Below this, there are links for "Continuing Students", "New Students", "CE / EU Students", "Forgot My Password", and "Activation Help".
- Registration Information:** A section with a red box highlighting the text: "The payment deadline for Fall 2010 has been extended to August 12, 2010." and "Please be aware that some course numbers have recently changed. For example MATH 113 Statistics has been changed to MATH 140 Statistics. Also, the prefix for all Computer Information Systems courses has been changed from DP to CIS. These are just a few examples." Below this, there is a link for "If you have any questions about which courses will".
- Admissions Office:** A section with a red box highlighting the text: "We encourage you to visit our beautiful 218 acre tree lined campus. Please [click here](#) for our campus tour dates." and "Admissions Office Hours: Monday & Tuesday: 9:00am – 5:00pm, Wednesday & Thursday: 9:00am – 7:30pm, Friday: 9:00am - 12:00pm".

The browser's address bar shows the URL: [https://mywcc.sunywcc.edu/psp/eprd/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://mywcc.sunywcc.edu/psp/eprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST). The browser's status bar at the bottom shows "Done".

## Account Activation – Faculty/Staff (continued)

**Step 4:** Enter your User ID then click the Continue button:

Westchester Community College User Account Maintenance - Mozilla Firefox

File Edit View History Bookmarks Tools Help

sunywcc.edu https://mywcc.sunywcc.edu:16001/wccuamt/ActivateByUserID http 302 error

Westchester Community College Us...

[Return to Portal](#)

### Activate My Account

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Enter your User Id:

---

*Warning: Your session will timeout after five minutes!*

Done

## Account Activation – Faculty/Staff (continued)

**Step 5:** You will now verify your identity and then select two security questions and provide answers that can be used if you ever forget your password and need to reset it. Finally, you will enter your account password twice and click the Continue button:

Westchester Community College User Account Maintenance - Mozilla Firefox

File Edit View History Bookmarks Tools Help

sunywcc.edu https://mywcc.sunywcc.edu:16001/wccuamt/ActivateAccountGetInfo http 302 error

Westchester Community College Us...

### Activate My Account

User ID: JS10  
Name: Joseph Smith

Enter the following for verification:

Birth Date (mm/dd/yyyy)

Last Four Digits of SSN

In case you lose your password, please select two security questions and provide their answers which can be used later to confirm your identity.

Question 1:

Answer 1:

Question 2:

Answer 2:

Enter your password and type it again to confirm it.  
Click [here](#) for the password policy.

Password:

Confirm Password:

Done

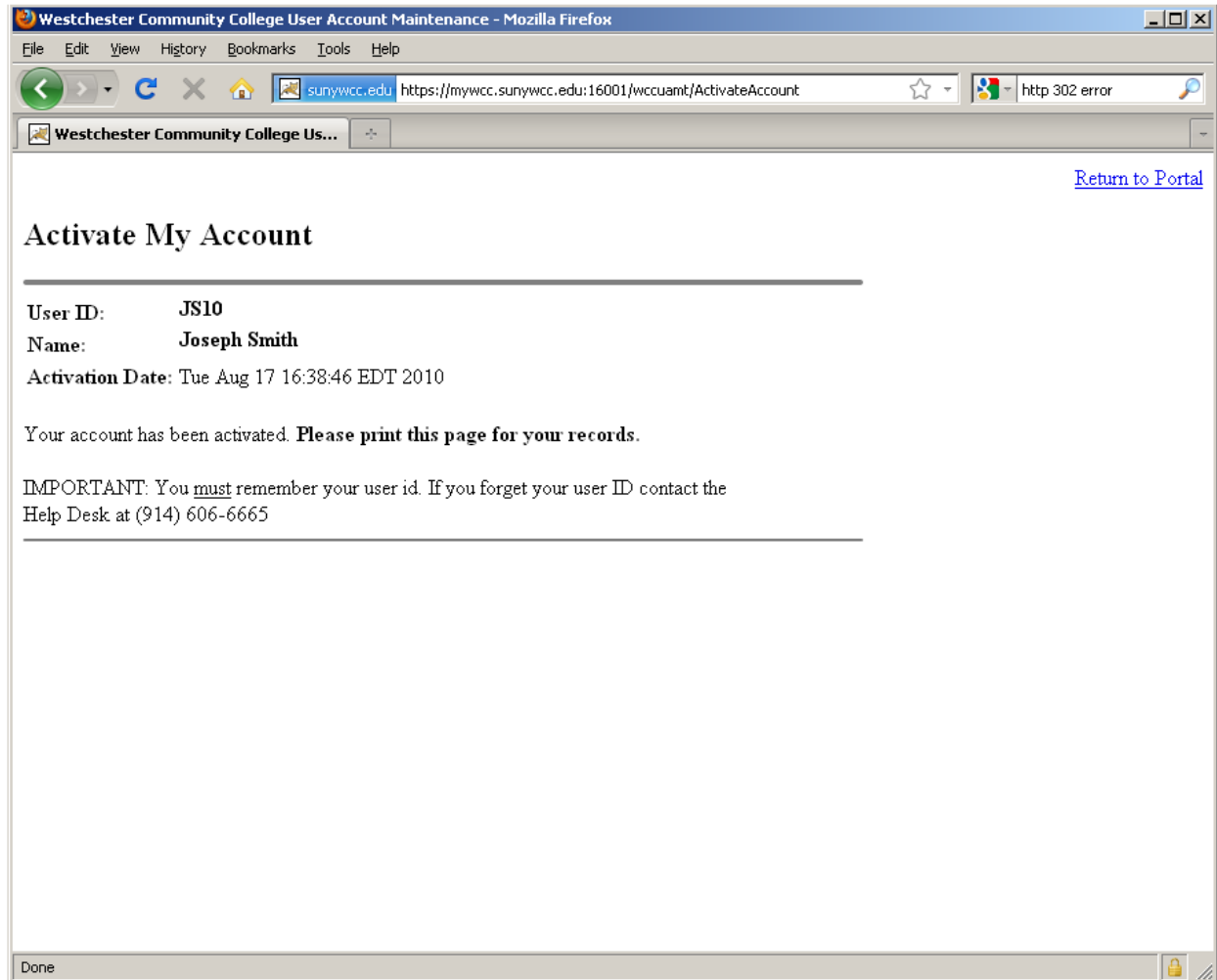
Complete these fields for security reasons; they help us assure your identity.

Click on the drop-down arrow to select a security question then answer it below (2x).

Type your password in these two boxes. They must be exactly the same and pass the rules (see "Password Rules").

## Account Activation – Faculty/Staff (continued)

**Step 6:** Your account will now be active. You should print this page for your records. You may return to the portal to sign in.



Westchester Community College User Account Maintenance - Mozilla Firefox

File Edit View History Bookmarks Tools Help

sunywcc.edu https://mywcc.sunywcc.edu:16001/wccuamt/ActivateAccount http 302 error

Westchester Community College Us...

[Return to Portal](#)

### Activate My Account

---

User ID: JS10  
Name: Joseph Smith  
Activation Date: Tue Aug 17 16:38:46 EDT 2010

Your account has been activated. **Please print this page for your records.**

IMPORTANT: You must remember your user id. If you forget your user ID contact the Help Desk at (914) 606-6665

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Done

## Account Activation – Faculty/Staff (continued)

**Password Rules:** Here are the requirements for a secure password. You will not be able to assign a password to your account that does not meet these criteria.

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The following are the minimum requirements for your password:

Minimum Length	7
Maximum Length	25
Minimum # of Uppercase Characters	1
Minimum # of Lowercase Characters	1
Minimum # of Numeric Characters	1
Longest Sequence of Same Character	3
Minimum # of Unique Characters	3

Your password may not contain your user ID, first name or last name.

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