

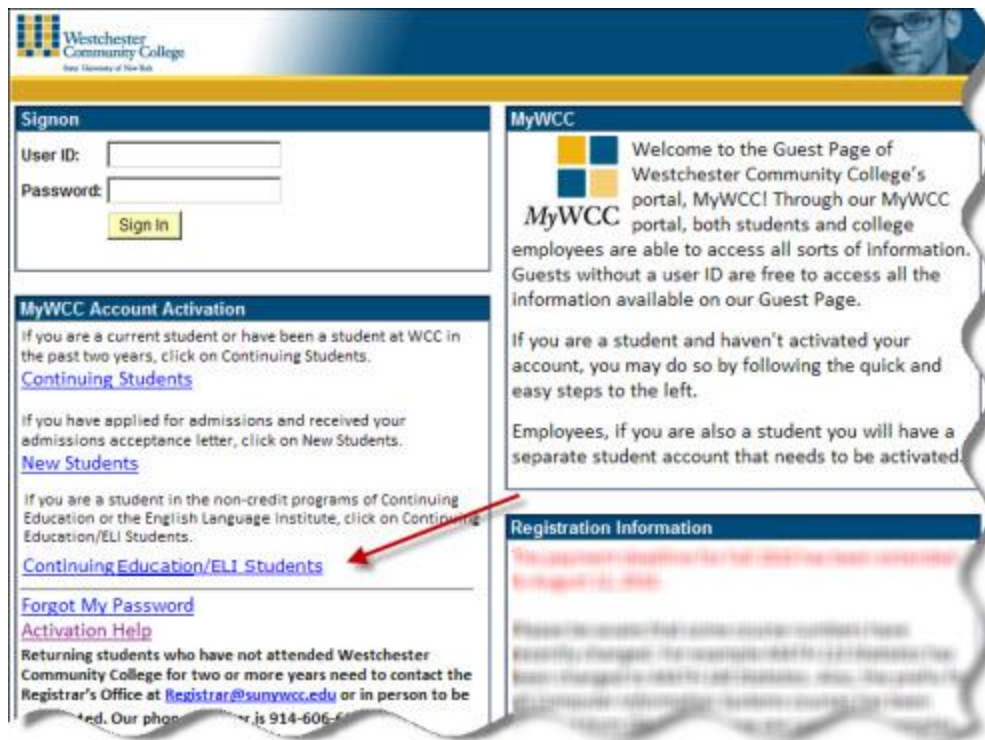
## Account Activation –

### Continuing Education or English Language Institute Students

**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 Continuing Education or will be given to you by the Continuing Education office when you register for a class.

If you don't have your User ID, contact Continuing Education for assistance.

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



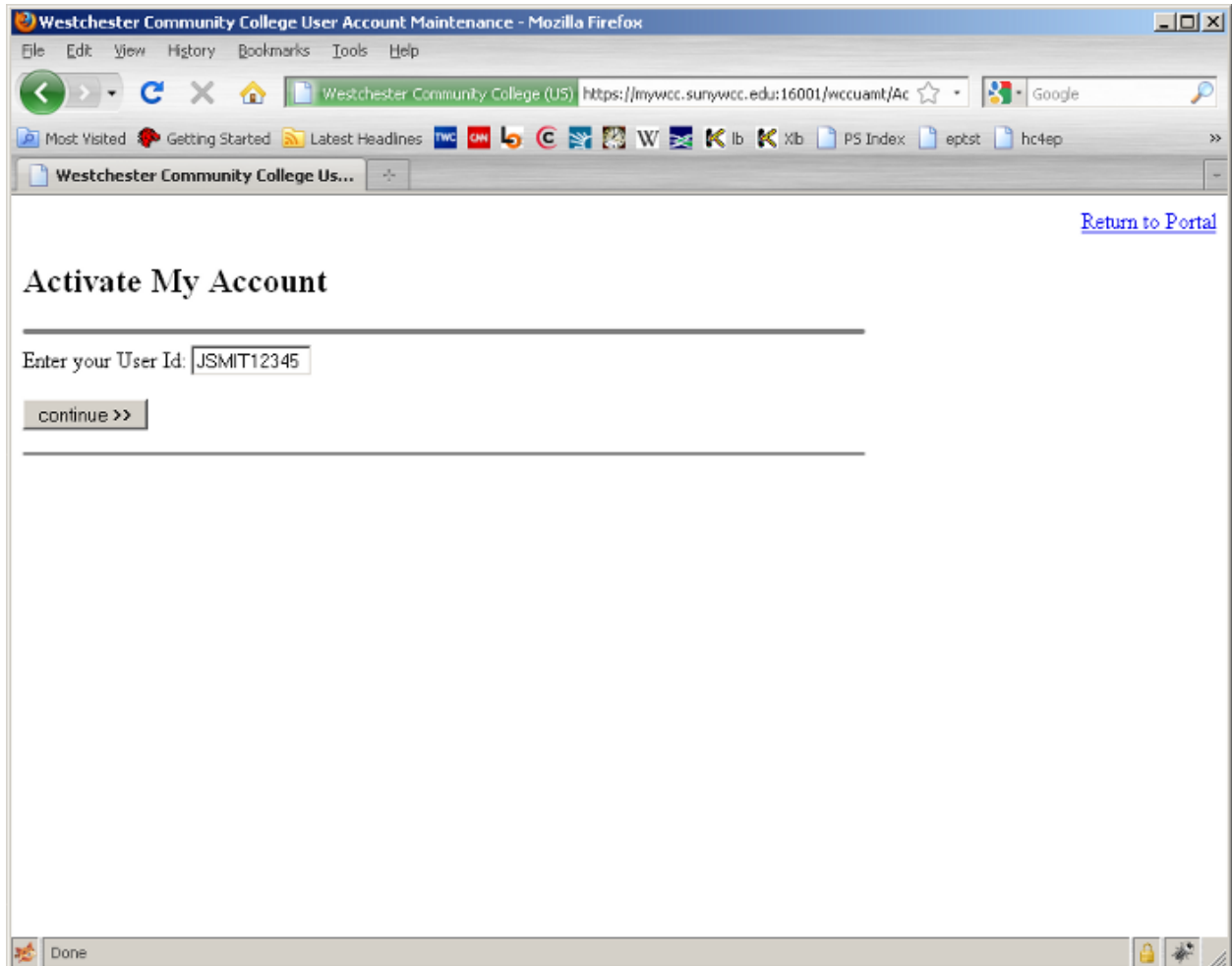
The screenshot shows the MyWCC portal homepage. The top navigation bar includes the Westchester Community College logo and a search bar. The main content area is divided into several sections:

- Signon:** A form with fields for "User ID:" and "Password:", and a "Sign In" button.
- MyWCC Account Activation:** A section with three paragraphs of text and three links: "Continuing Students", "New Students", and "Continuing Education/ELI Students". A red arrow points to the "Continuing Education/ELI Students" link.
- Forgot My Password:** A link to "Activation Help".
- Registration Information:** A section with a red warning message: "The account creation for this page has been suspended through ELI-000".

**Step 3:** Click the "Continuing Education/ELI" link:

## Account Activation – Continuing Education/ELI Students (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

Westchester Community College (US) <https://mywcc.sunywcc.edu:16001/wccuamt/Ac> Google

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Westchester Community College Us...

[Return to Portal](#)

### Activate My Account

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Enter your User Id:

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Done

## Account Activation – Continuing Education/ELI Students (continued)

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

Westchester Community College User Account Maintenance - Mozilla Firefox

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Westchester Community College (US) <https://mywcc.sunywcc.edu:16001/wccuamt/Ac> Google

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### Activate My Account

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User ID: JSMIT12345  
Name: Joseph Smith

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:

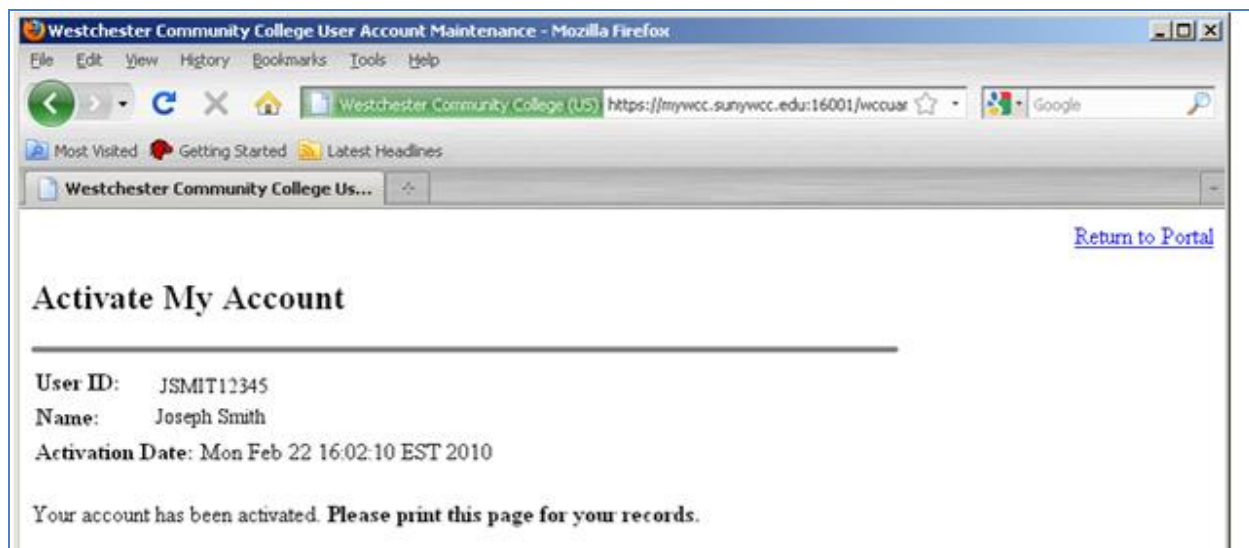
Done

Click on the drop-down arrow to select a security question, and then answer it below.

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

## Account Activation – Continuing Education/ELI Students (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.



You must remember your user ID. If you should forget it, you will need to visit in person the Continuing Education office at the Valhalla Campus or at an Extension Site and show proof of identity.

Your college email address is your userID followed by @my.sunywcc.edu

Ex. JSmit12345@my.sunywcc.edu

**Rules for Passwords:** 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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