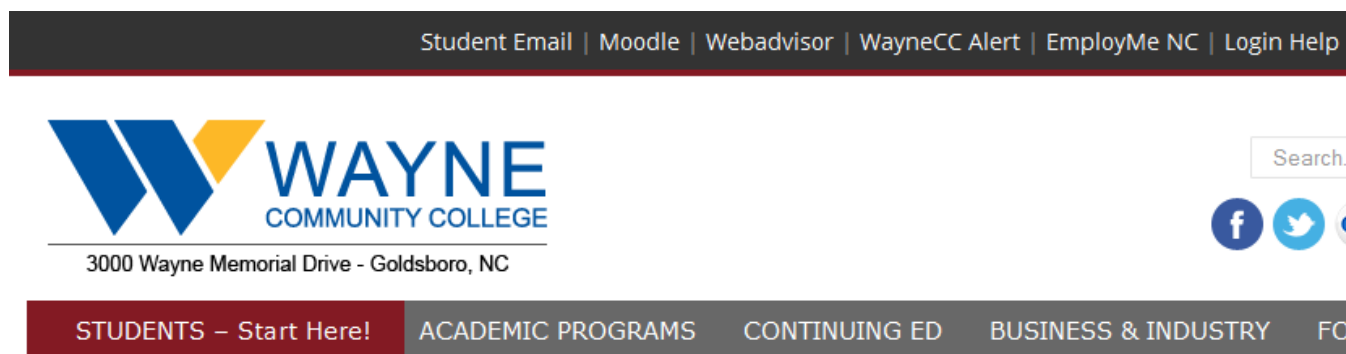


## YOUR WCC USERNAME AND PASSWORD (EMPLOYEES) WCC Mail – Moodle – Webadvisor

Before employees can access their Wayne Community College Mail, Moodle, or Webadvisor accounts they must determine their username and create a password by visiting the Online Services Student Login page.

Start on the WCC home page: [www.waynecc.edu](http://www.waynecc.edu) click **Login Help**



You are now on the **Online Services Student Login** page:

<http://www.waynecc.edu/online-services/>



### How to check your final curriculum grades:

1. Login to Webadvisor
2. Click the Students icon
3. Click Grades
4. Choose the appropriate term
5. Click Submit

**If you are experiencing a problem with one of these Online Services, please read the appropriate section below for assistance.**

## WCC USERNAME

Your WCC username is automatically created for you.

Your official WCC username will be the first initial of your first name, first initial of your middle name\*, your entire last name (up to 18 characters), and the last four digits of your WCC Employee ID. (Example: Mary Jane Smith with an Employee ID of 123456 will have a Username/Login ID of mjsmith3456.)

\*If you do not have a middle name or did not put it on your WCC application, do not add a letter.

Note: Your email address is your username (without the numbers)@waynecc.edu (Example: mjsmith@waynecc.edu)

## PASSWORD

(One password for your WCC Mail, Moodle, and Webadvisor)

***Note: passwords expire every 90 days. The directions below should also be used for current employees who do not know their password or it has expired.***

Once you have determined your username, click on the **Create Password/Forgot Password/Password Expired** link, and follow the directions to create your password.

*\*This process will not work on an iPad or iPhone*

You must have your full 7-digit employee ID number (which may include 0's at the beginnings) to complete the process

### ONE PASSWORD FOR EVERYTHING

Keep in mind that your WCC password expires every 90 days.

Should you find that your password has expired or you can't remember it, you can follow the links on the pages that walk you through the password reset process. Click the appropriate link below.

### PASSWORD RESET LINKS

 [Create Password / Forgot Password / Password Expired](#)

Click **Create/Recover Account**

**AD Self-Service Suite Password Reset Center**

You have reached this screen due to a security issue with your account enrolled in the Password Reset Service, you can use the links below to recover your account from one of the following scenarios:

**Forgot Password**

If you have forgotten your password or are locked out, this site will allow you to answer challenge questions and recover your account.

**Create/Recover Account**

Click **I Agree**

**AD Self-Service Suite Password Reset Center**

**Welcome to AD Self-Service Suite Password Reset Center**

This application will guide you through the password-reset process.

By clicking agree below, you agree that the information you express on this site is accurate and pertains only to you.

**I Disagree** **I Agree**

Type in your **Username** and click **Submit**

**AD Self-Service Suite Password Reset Center**

**Please identify yourself**

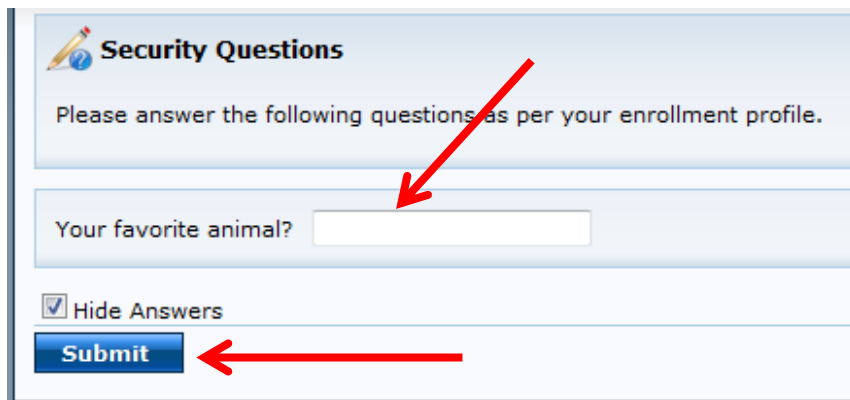
User Name

User Domain

**Submit**

Answer the three security questions clicking **submit** after each answer.

- If it asks for your WCC ID number, type the full 7 digits including the 0 at the beginning.
- If an answer is incorrect it will continue to loop through the questions until you get all three correct



The screenshot shows a 'Security Questions' form. At the top, there is a header with a pencil icon and the title 'Security Questions'. Below the header, a message says 'Please answer the following questions as per your enrollment profile.' The main content area contains a question 'Your favorite animal?' followed by a text input field. A red arrow points to this input field. Below the question, there is a checkbox labeled 'Hide Answers' which is checked. At the bottom of the form is a blue 'Submit' button. A red arrow points to this button.

Once you have successfully answered all three questions you will be asked to create a new password.

Your new password must meet the following criteria:

- Use at least one uppercase letter
- Use at least one lowercase letter
- Use at least one number
- Use at least 8 characters
- Do not use any of your last 8 passwords
- Do not use any part of your name or username

Type in your new password in both boxes

Click **Change Password**

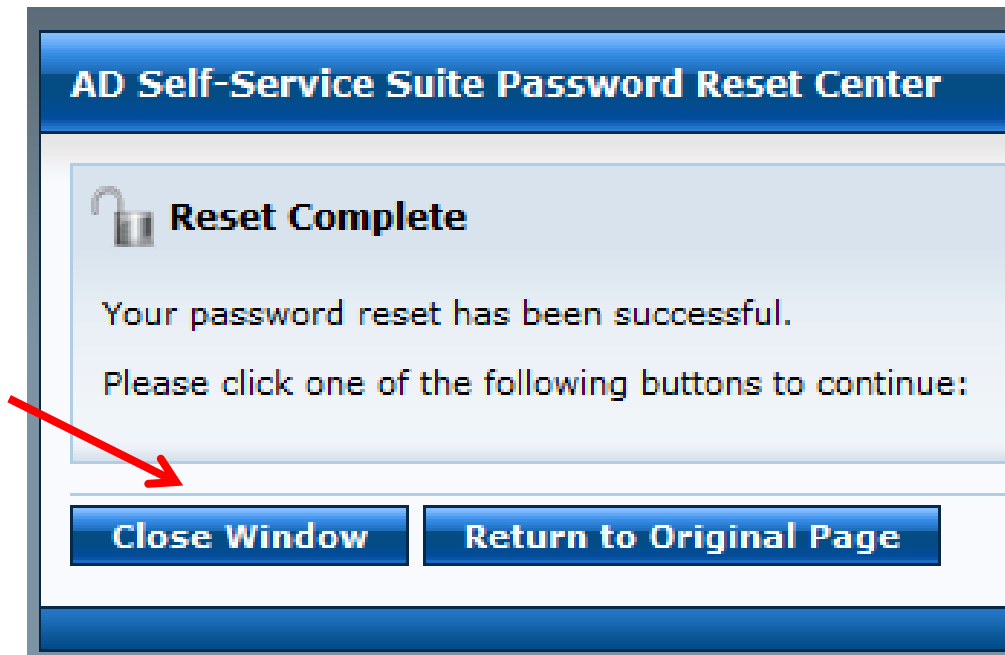


The screenshot shows a 'Change Password' form. It contains two text input fields. The first field is labeled 'New Password:' and the second is labeled 'Confirm Password:'. Red arrows point to both input fields. Below the input fields is a blue 'Change Password' button. A red arrow points to this button.

You will then receive a message stating your password reset has been successful.

Click **Close Window**

If you do NOT receive this message your reset was not successful and you will need to try a different password.



Still having issues with your username or creating a new password?

If you're on campus and are having difficulties with your username or resetting your password please go to the Open Computer Lab (MAG 215).

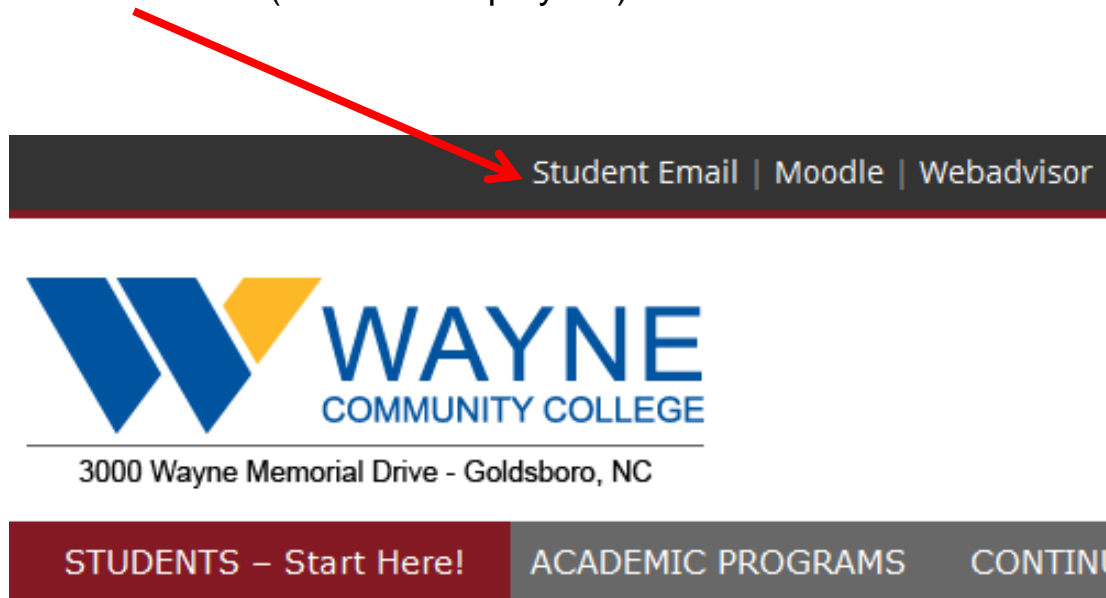
If you are off campus and are having difficulties with your username or resetting your password using the above links, please be online at a computer and call 919-739-7032 or 919-739-7033.

Now that you have a username and password, you can access WCC Mail, Webadvisor, and Moodle.

## WCC E-MAIL

WCC has partnered with Google for student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your student e-mail familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Hangouts, and more.

To access your WCC e-mail account go to [www.waynecc.edu](http://www.waynecc.edu) and click the **Student Email** (same for employees) link



Type in your full WCC email address

Your email address is your username(without the numbers)@waynecc.edu  
Example: mjsmith@waynecc.edu

*Note: if you already have a personal Google Gmail account it may ask you to add an account before you type in your username and password.*

Click Next



One account. All of Google.

Sign in to continue to Gmail

A screenshot of the Gmail sign-in page. At the top is the Google logo. Below it is the text "One account. All of Google." and "Sign in to continue to Gmail". The main area is a light gray box containing a gray circular profile icon placeholder. Below the icon is a text input field containing the email address "mjsmith@waynecc.edu". Below the email field is a blue button labeled "Next". To the right of the "Next" button is a link that says "Need help?". Two red arrows point to the email input field and the "Next" button.

Type in your **password**, click **Sign in**

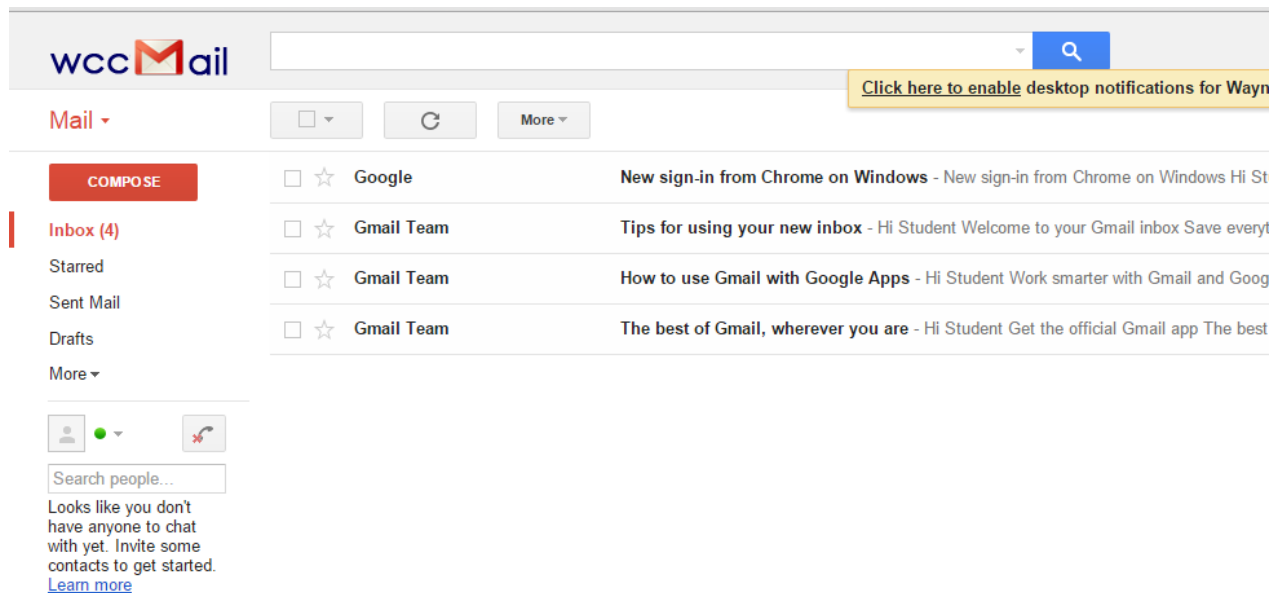


One account. All of Google.

Sign in to continue to Gmail

A screenshot of the Gmail sign-in page, showing the password entry step. At the top is the Google logo. Below it is the text "One account. All of Google." and "Sign in to continue to Gmail". The main area is a light gray box containing a blue circular profile icon. Below the icon is the email address "rjsmith@waynecc.edu". Below the email is a text input field labeled "Password". Below the password field is a blue button labeled "Sign in". Below the "Sign in" button is a checkbox labeled "Stay signed in" which is checked, and a link labeled "Forgot password?". Two red arrows point to the "Password" input field and the "Sign in" button.

When you see this screen you have successfully logged into your WCC email account.



If you cannot successfully login it is likely a password issue. Please create a new password using username / password tutorial at the top of this page.

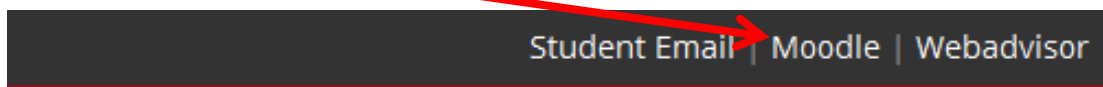


## MOODLE

All curriculum courses are given a Moodle shell prior to the start of the semester. Continuing education courses are setup on an as requested basis. Emails are sent out notifying when they are ready. Instructors are responsible for adding course content and updating their course prior to the start of the semester.

Moodle is also used for various employee trainings and professional development.

To access your Moodle account, go to [www.waynecc.edu](http://www.waynecc.edu) and click the **Moodle** link.



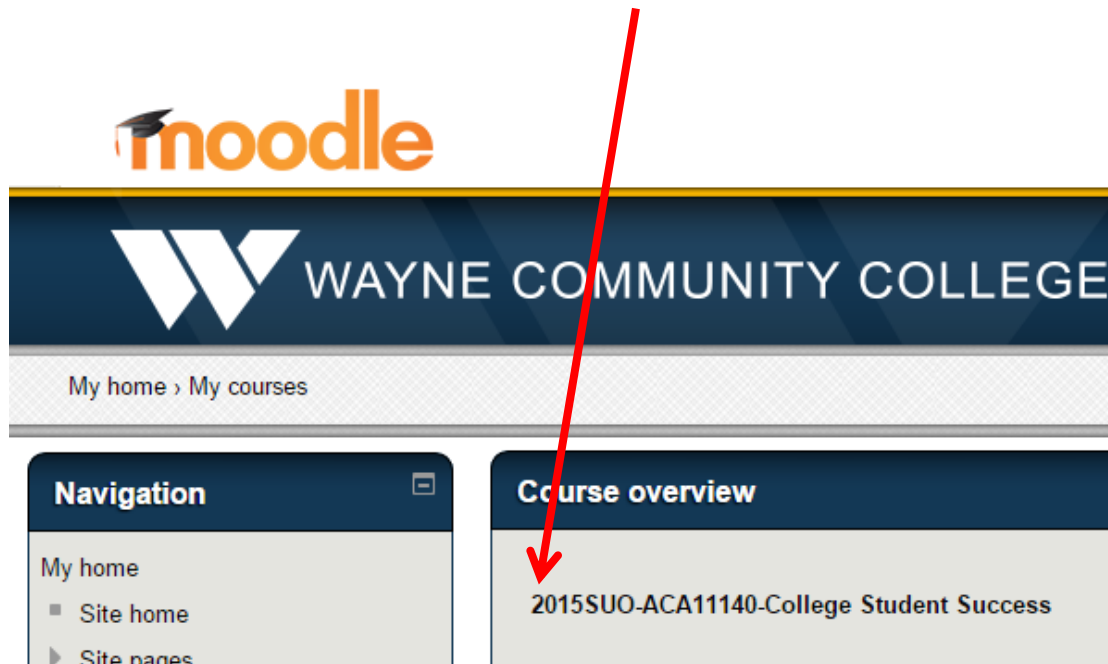
Type in your username and password then click Log in

A screenshot of the Moodle login page for Wayne Community College. The page has a blue header with the Moodle logo and "WAYNE COMMUNITY COLLEGE". Below the header is a "Home" link. The main content area has a "Login" section on the left with fields for "Username", "Password", and a "Remember username" checkbox, followed by a "Log in" button. To the right of the login section is a sidebar with text: "For Student email, Moodle, and Webadvisor login info Initial WCC Login (New Students), there you will find", "Need to order/purchase books? Access the WCC", and "To experience Moodle before classes begin login to sample units from a few courses and opportunities to". Three red arrows point from the text "Type in your username and password then click Log in" to the "Username" field, "Password" field, and "Log in" button respectively.

If you do not know your username or password please refer to the username / password tutorial at the top of this page.

Once you have successfully logged in you will see a list of your courses.

To enter a course click on the course name.



For FAQs and tutorials please visit the Moodle Faculty Help page.

<http://www.waynecc.edu/distance-ed/online-faculty-support/moodle-support/>

To gain access to the required Moodle training (faculty/instructors) or for additional Moodle assistance please contact the Distance Education office.

Randall Shearon

Email: [shearon@waynecc.edu](mailto:shearon@waynecc.edu)

Phone: 919-739-7029

Julie Marciel-Rozzi

Email: [jamarciel-rozzi@waynecc.edu](mailto:jamarciel-rozzi@waynecc.edu)

Phone: 919-739-7023

Location: WLC (WCC Library) 305

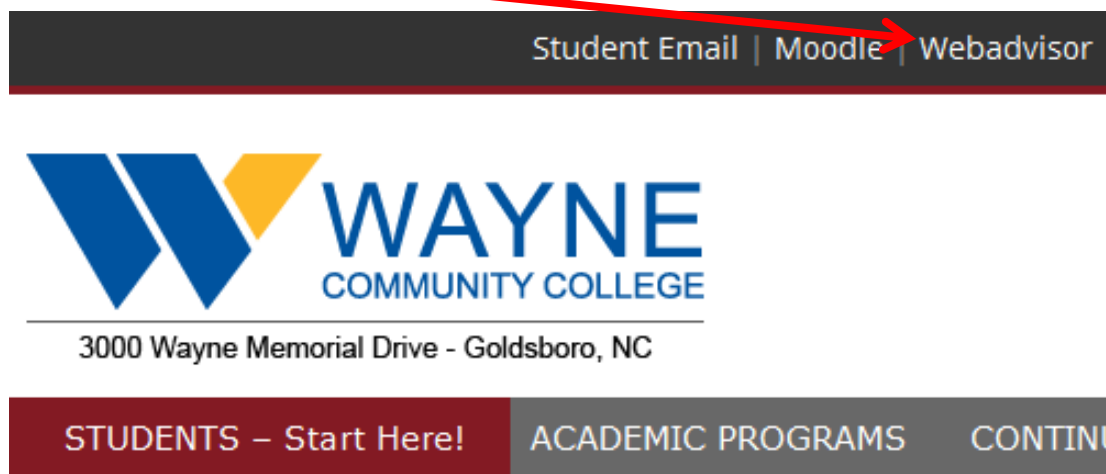
Hours: M-Th 7:45 AM – 5:30 PM / F 8:00 AM – 1:00 PM

## WEBADVISOR

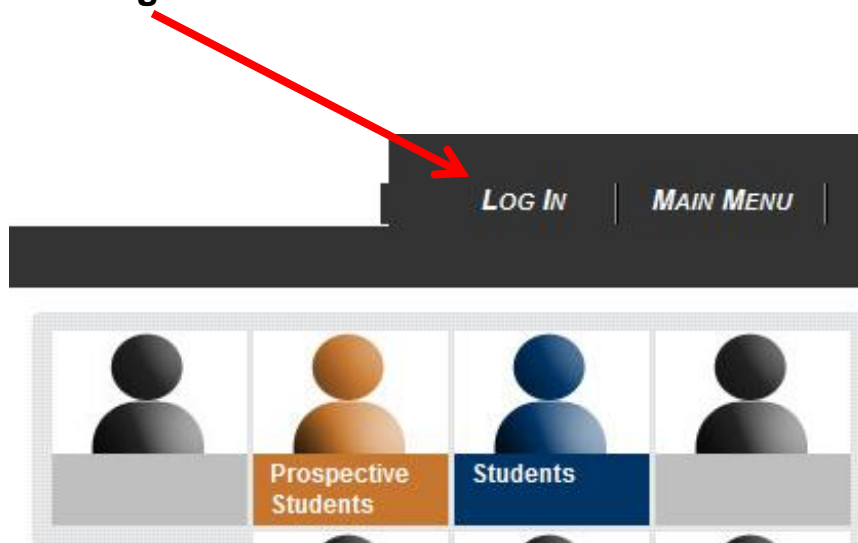
Employees use WebAdvisor to key in final grades, view class rosters, view pay advices, check leave, submit maintenance work orders etc.

Students use WebAdvisor to register for classes, check grades, access course schedules, GPA, financial profile, financial aid reports, setup a payment plan, etc.

To access your Webadvisor account, go to [www.waynecc.edu](http://www.waynecc.edu) and click the **Webadvisor** link



Click **Log In**



Type in your **username/User ID** (all lowercase) and **password** and click submit

If you do not know your username or password please refer to the username / password tutorial at the top of this document.

A screenshot of the Webadvisor login page. It has a grey header bar. Below it, on the right, is a 'Log In' link. On the left, there is a login form with three fields: 'User ID' containing 'mjsmith3456', 'Password' with masked dots, and a 'Hint' checkbox. A 'SUBMIT' button is at the bottom right. Three red arrows point to the 'User ID' field, the 'Password' field, and the 'SUBMIT' button.

If you cannot login it is likely a password issue. Please create a new password using username / password tutorial at the top of this document.

Once you have logged in click one of the menu options you have access to. This is based on your role at the college.

The Faculty menu is used to key in final grades, view your class schedule, view class rosters, etc.

The Employees menu is used to check leave, access pay advices, request a work order for maintenance and repairs, etc.

