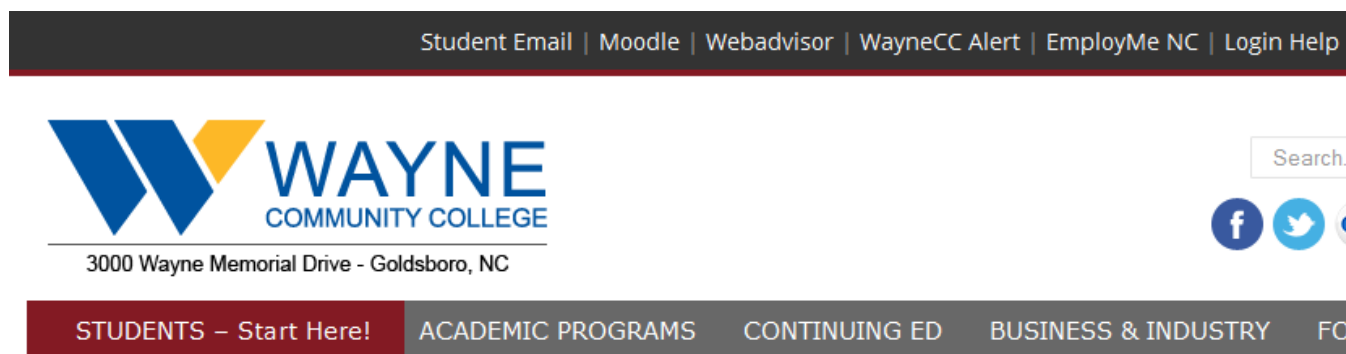# YOUR WCC USERNAME AND PASSWORD (EMPLOYEES)
WCC Mail – Moodle – Webadvisor

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 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, yo
pages that walk you through the password reset process. Click the appropri

PASSWORD RESET LINKS

Create Password / Forgot Password / Password Expired

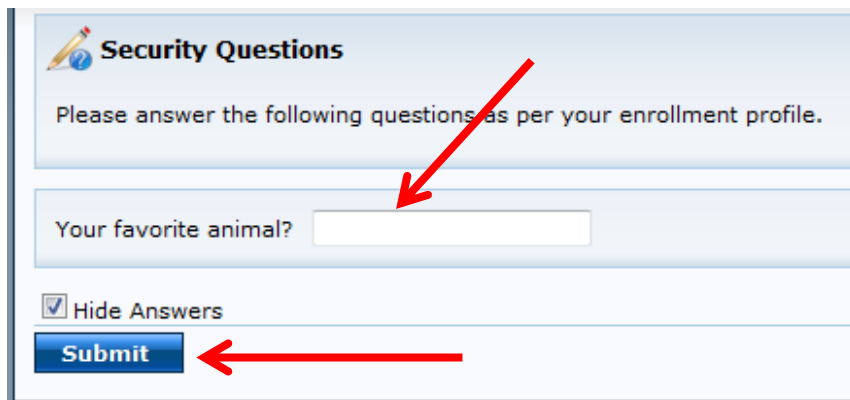Click **Create/Recover Account**

Click **I Agree**

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

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
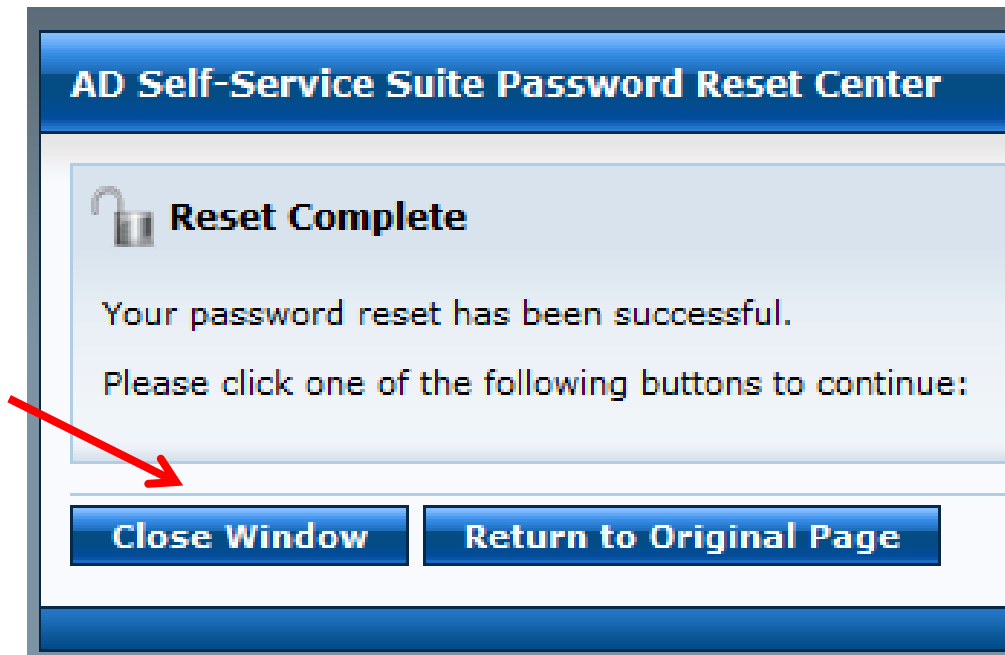
Click **Change Password**

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 and click the **Student Email** (same for employees) link
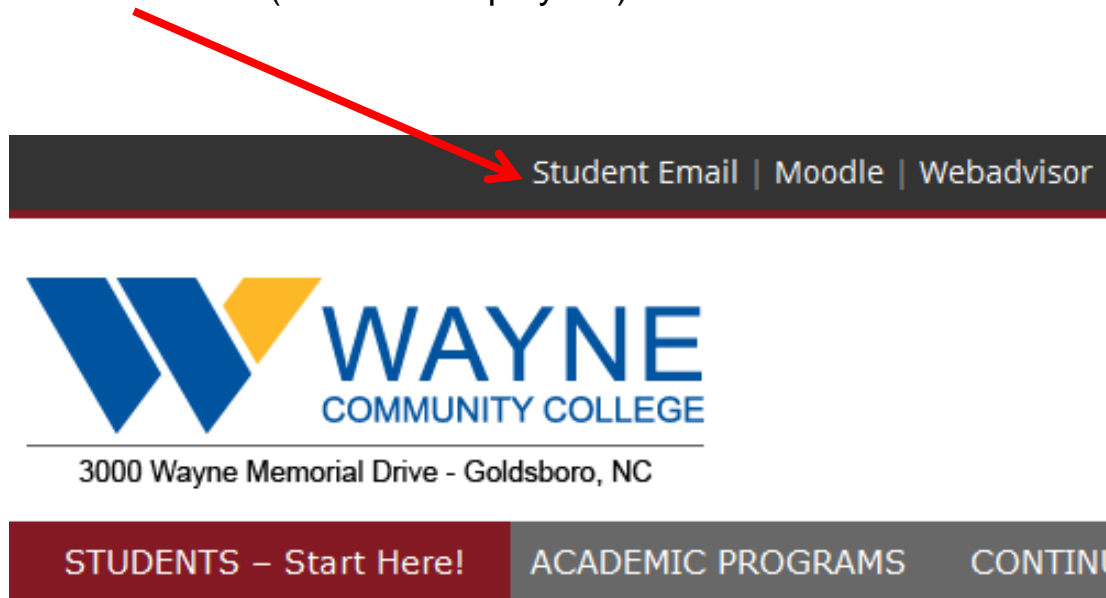
Type in your full WCC email address

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

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

When you see this screen you have successfully logged into your WCC email account.
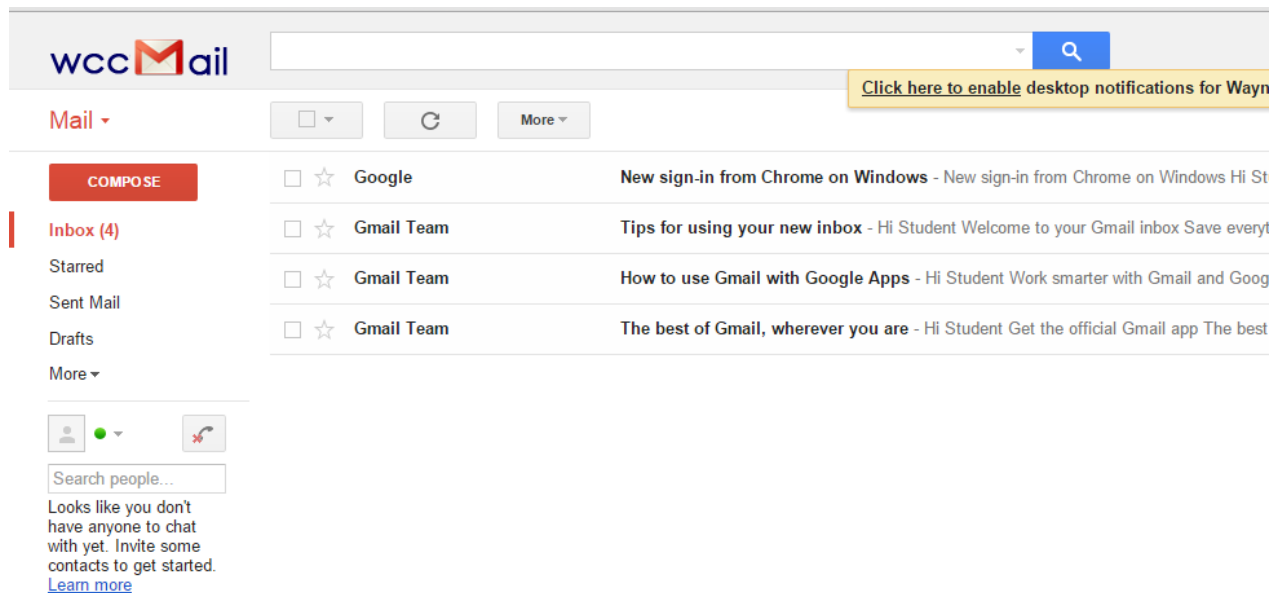
If you cannot successfully login it is likely a password issue. Please create a new password using username / password tutorial at the top of this page.
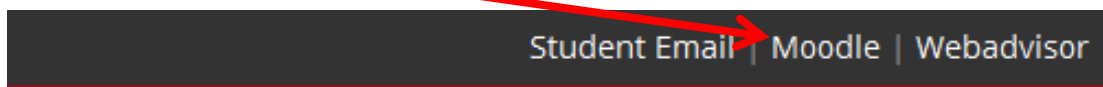
MOODLE

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 and click the **Moodle** link

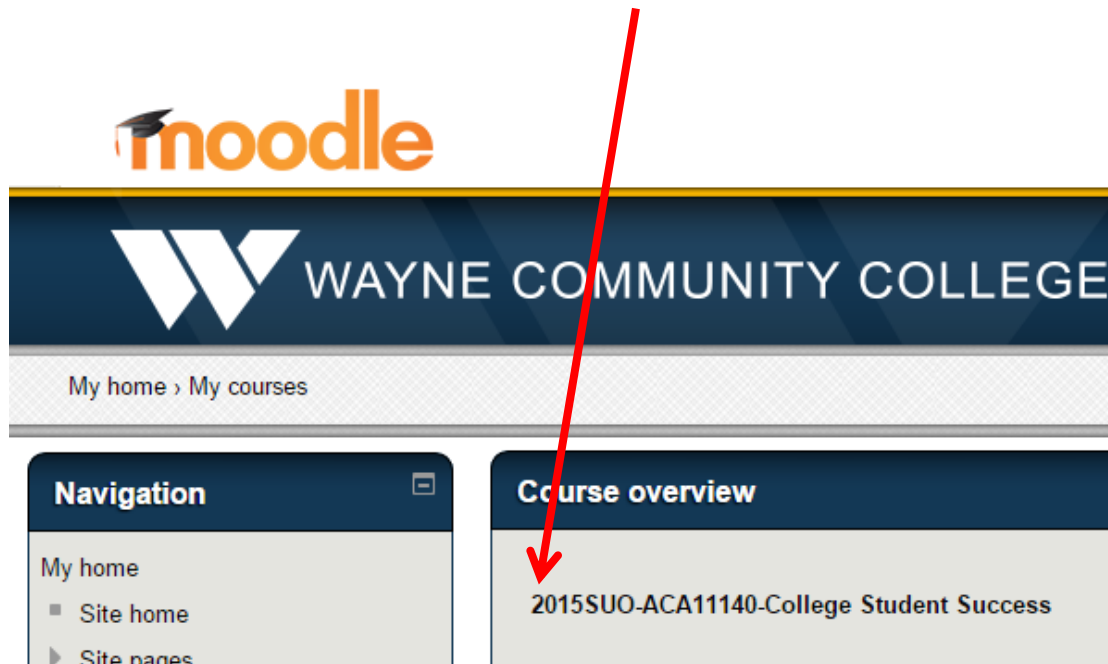If you do not know your username or password please refer to the username / password tutorial at the top of this page.

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
Phone: 919-739-7029

Julie Marciel-Rozzi
Email: jamarciel-rozzi@waynecc.edu
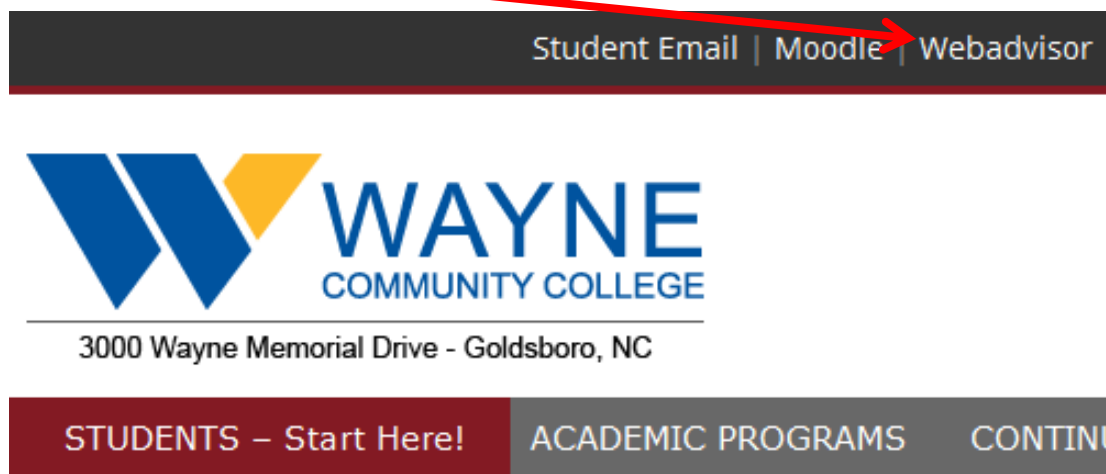Phone: 919-739-7023

Location: WLC (WCC Library) 305
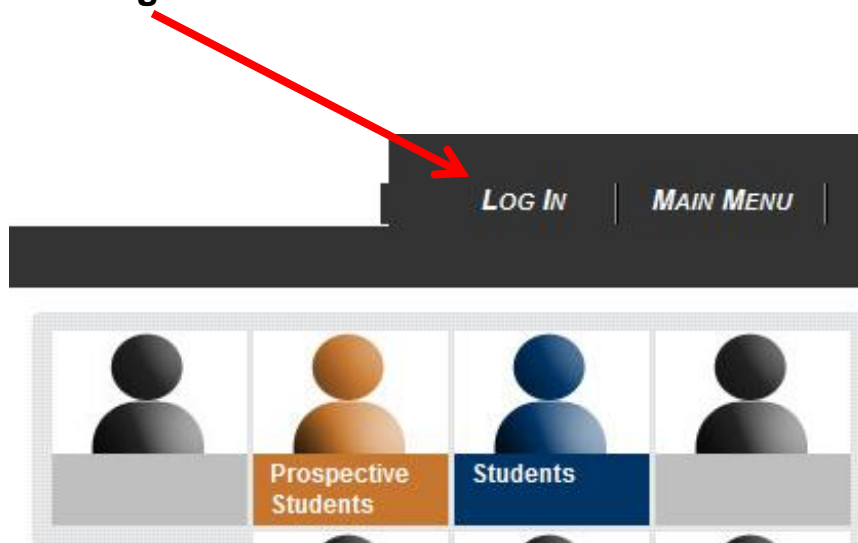Hours: M-Th 7:45 AM – 5:30 PM / F 8:00 AM – 1:00 PM

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 and click the **Webadvisor** link

Student Email | Moodle | Webadvisor |

WAYNE
COMMUNITY COLLEGE
3000 Wayne Memorial Drive - Goldsboro, NC

STUDENTS – Start Here!   ACADEMIC PROGRAMS   CONTINU

Click **Log In**

LOG IN | MAIN MENU |

Prospective Students   Students

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.

WAYNE COMMUNITY COLLEGE *Webadvisor*

Log In

User ID mjsmith3456
Password ●●●●●●●●●
Hint ☐

SUBMIT

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.

Continuing Education   Prospective Students   Students   Faculty

Employees