



WCCS Student Email Account Activation Guide

Greetings WCCS Students,

All students have new email addresses. Follow the steps below to activate your new WCCS email address. Your new email address consists of your last name, student id number without the "W", followed by @student.wccs.edu (ex. Jones00012345@student.wccs.edu.) The default password is Wallace + the last four numbers of your Social Security Number (ex. Wallace1234). You will have to reset it upon login. If you do not know your student number, [click here](#).

STEP 1: Go to www.wccs.edu, scroll to the bottom of the page (red portion) and click on Student Email.

The screenshot shows the bottom of the WCCS website. On the left, there are several logos including BOOST, AMSTI, SMART-HINKING, State of Alabama STARS System, Alabama Community College System, and BARNES & NOBLE WALLACE COMMUNITY COLLEGE SELMA. On the right, there is a list of links:

- BOOK STORE
- Clear Your Fees
- E-Learning Web 2.0 Quick Start Guide
- Early Childhood Program Survey
- Employment Opportunities
- Financial Aid
- Financial Disclosure Information
- Find Your Student Email Address
- Graduating Student 2015 Information
- Graduating Student Survey
- Important Dates
- Job Placement Office
- NEW Learning Management System
- QEP: WRITE NOW!
- SACS Accreditation Site
- Summer 2016 Student Evaluation of Instruction
- Transient Student Information
- TRIO Programs
- Voter Registration and Absentee Ballot
- Writing Center (make an appointment)

The footer is a red bar containing social media icons (Facebook, Twitter, YouTube), contact information for George Corley Wallace State Community College, and a list of navigation links: My Wallace Selma | Online Counseling | Mission | Equal Opportunity | Consumer Student Information | Writing Center | Faculty/Staff Handbook | Student Email | Zimbra. A white arrow points to the 'Student Email' link.

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the Alabama Community College System and Board of Trustees, that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, marital status, creed national origin, or age, be denied the benefits of education or be subjected to discrimination.

STEP 2: Click Sign in to Student Email



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STEP 3: Enter your WCCS email and password. Click Sign In.

Initial Email login:

Student Email Address - last name, student number without the "W"@student.wccs.edu (ex. Jones00012345@student.wccs.edu)

Password - Wallace + the last four digits of your Social Security Number (ex. Wallace1234)



Wallace Community College Selma

Sign in with your work or school account

Jones00012345@student.wccs.edu
Password

Keep me signed in

Sign in

Can't access your account?

STEP 4: Update your password.

Enter your current password, which is Wallace + the last four digits in your SSN. Next, create a new password and confirm.



Wallace Community College Selma

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Jones00012345@student.wccs.edu
Current password
New password
Confirm password

Update password and sign in



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STEP 5: Set-up lost password verification

Add information to your account so you don't lose access should you ever forget your password. Click *Set it up now*



Wallace Community College Selma

Don't lose access to your account



Jones00012345@student.wccs.edu

Add information to your account so you don't lose access if you ever forget your password.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

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STEP 6: Choose one lost password verification method.

Select one verification method (phone or email). This information will be used to verify your identify should you have to reset your password. Click, *Set it up now*. Next select, *finish*.

Wallace Community College Selma

monique.ford@student.wccs.edu | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)

! Authentication Email is not configured. [Set it up now](#)

finish

cancel



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Step 6a: If you choose to verify your account with your phone number

Select United States (+1). Enter your phone number, including the area code. You will receive a verification code via text or phone call. Select the option you prefer (*text me* or *call me*). Enter the verification code in the designated area.

The screenshot shows the Wallace Community College Selma website header with the user email monique.ford@student.wccs.edu. Below the header, the text "don't lose access to your account!" is displayed. The main content area contains the instruction "Please verify your authentication phone number below." followed by a form. The form includes a dropdown menu for "Authentication phone" set to "United States (+1)", a text input field for "Enter your authentication phone number", and two buttons: "text me" and "call me". A blue "back" button is located at the bottom left of the form area.

Step 6b: If you choose to verify your account with your email address

Enter an alternate email address that you have access to. **Do not** use your WCCS email address. When you have entered your alternate email address click, *email me*. A verification code will be sent to the email you entered. Enter the verification code in the designated area.

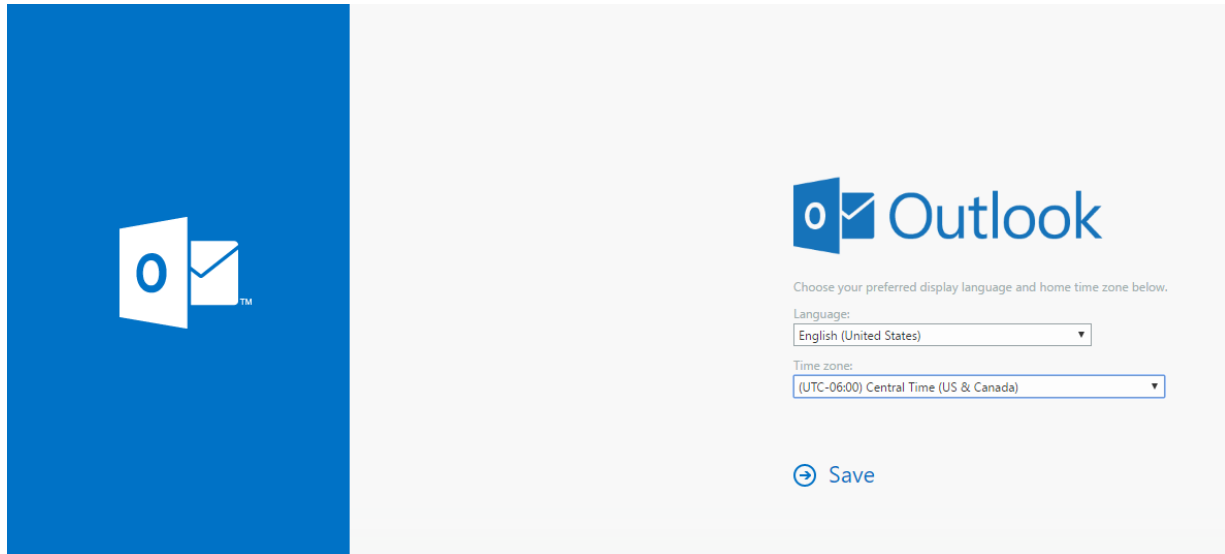
The screenshot shows the Wallace Community College Selma website header with the user email monique.ford@student.wccs.edu. Below the header, the text "don't lose access to your account!" is displayed. The main content area contains the instruction "Please verify your authentication email address below. Don't use your primary work or school email." followed by a form. The form includes a text input field for "Authentication Email" with the placeholder "Enter your authentication email address", and a button labeled "email me". A blue "back" button is located at the bottom left of the form area.



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Step 7: Set the language and time zone.

Choose your preferred language and appropriate time zone. Alabama is located in the Central Time Zone. Click, *Save*.



You have successfully activated your WCCS email account and can send and receive email messages.





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As a WCCS student you have access to Office 365 and can install Microsoft Office on up to five devices (laptop, tablet, etc.)

You can access Office 365 in two ways. First, by clicking on the icon in the upper left hand corner.



Or, by clicking on Office 365 in the banner at the top of the page.

