**STEP 1 – ACTIVATE WCCS STUDENT E-MAIL ACCOUNT**

A WCCS student email address **must be used for all official class correspondence with your instructor.** *You will not be able to activate your WCCS student e-mail account until your tuition has been paid. The wait time after tuition payment is approximately 1 hour.*

**To obtain your WCCS student e-mail address:**
- Access the WCCS website at [www.wccs.edu](http://www.wccs.edu) and click on Find your Student E-mail Address under the Important Links section.
- Type in your Social Security Number and click Get Student Id. Your Banner ID as well as your student e-mail address will appear in the highlighted area.

**To access the campus e-mail system:**
- Access the WCCS homepage ([www.wccs.edu](http://www.wccs.edu)) and click on Students, Student E-mail, and then Sign In to Student E-mail at the bottom of the page.
- Enter your full e-mail address in the "Username" field.
- Enter your social security number in the "Password" field and click the "Sign In" button. You will complete the activation process by changing your password, entering a string of CAPTCHA text, and agreeing to their terms of service. The initial activation is a ONE TIME only event and subsequent logins will take you directly to your mail box.

If you need assistance resetting your password, please contact Monique Ford at 334-876-9303 or email [monique.ford@wccs.edu](mailto:monique.ford@wccs.edu). You may also contact Felicia Sanders at 334-876-9352 or email [felicia.sanders@wccs.edu](mailto:felicia.sanders@wccs.edu).

**STEP 2 – ONLINE COURSE LOGIN**

To complete the online log-in process, type in [www.wccs.edu](http://www.wccs.edu):
- Click E-Learning.
- Type in your full WCCS Student Email Address.
- Type in your WCCS Student Email password.
- Click LOGIN.
- To access each course, click on the individual course links.

**STEP 3 – MANDATORY ACTIVITY (**Must complete or you will be submitted as a “no show” and dropped from the course.**)

Upon login on the first day of class, students are required to read the syllabus and view the instructional video created to assist students in navigating the E-Learning Web 2.0 Learning Management System. Be sure to read instructions posted on the Instructor page as well as in the Class Forum in order to complete the mandatory activity. If you do not complete this activity by day three of the course start date, you will be submitted as a “NO SHOW” and dropped from the class.

**Please note:** In order to remain on task, every student is required to check the Class Forum at least three times per week for course information and course updates.
Use appropriate language. Excessive use of “chat” or “text messaging” jargon is not acceptable for communication and discussions.

Inappropriate and/or offensive language, especially comments that might be construed as racist or sexist, are not appropriate and will be dealt with on an individual basis.

Do not use all caps in an online environment. Using all caps is considered SHOUTING.

Use proper spelling, capitalization, grammar, usage, and punctuation. It is good practice to compose your message in Microsoft Word where you can check your spelling and grammar prior to posting in the forums.

Remember that there are other human beings reading your postings, so treat everyone with respect. Don’t post anything you wouldn’t be willing to communicate face to face.

Keep your personal information private. The discussion forum and class forum are public forums; therefore, everyone can see what is posted. All personal concerns and/or problems need to be emailed to the instructor.