- 1. Go to the Wallace Community College Website at <u>www.wallace.edu</u>
- 2. Choose the Student Email link from the left side of the screen.
 - a. Click on the link labeled "Student E-mail"



- 3. Enter your username and password
 - a. Username = first initial, last name, last four of social security number
 - i. example, John Smith, SSN: 123456789 would be jsmith6789
 - b. Enter your date of birth in six digits (mmddyy)
 - i. example, January 1, 1991 would be 010191

NOTE: If you have forgotten your password, go to the FORGOT USERID tab under

myWCC and reset your PIN and your student E-mail password will be reset over night.

- 4. Look for important E-mails from the College such as WCC Faculty-Course Evaluations and other surveys. Your feedback is very important for improving the College.
 - a. Click on the Subject of the E-mail to open and read the E-mail.

Current Folder: INBOX	
Compose Addresses Folders Options	Search Help
Previous <u>Next</u> 1 <u>2</u> <u>3</u> <u>Show All</u> <u>Toggle All</u>	\
Move Selected To:	
INBOX - Move Forward	
Thread View	
From 🗆	Date 🛆 Subject 🗆 👌
🗆 Frank Barefield	Thu, 6:08 am + Second Reminder WCC Public Relations and Marketing S
🔲 Karen Wilson	Wed, 4:32 pm+[All_students] FINANCIAL AID FOR SUMMER 2011

- 5. Surveys/evaluations will include a link within the body of the E-mail. Click the link to go to the survey/evaluation.
- 6. Make sure you complete each survey/evaluation, you will receive Faculty-Course Evaluations for each class in which you enrolled. If you are enrolled in four classes you will complete four Evaluations.

