



WALLACE  
COMMUNITY  
COLLEGE

## ACCESSING YOUR ACCOUNT FOR THE FIRST TIME

### *If you are a new, first time student:*

Your username/GovNet ID is your student email address, and your password is defaulted to: !WCCMMDDYY (6 digit date of birth). (Ex: If your birthday is January 2, 1997 then your default password will be !WCC010297) You should be able to use this username and password to log in to email and OneACCS/MyWCC immediately

If you would like to change your password, log into your student email address here using your default login:

<https://outlook.office365.com/mail/inbox>

1. Click your initials in the upper right-hand corner, and click "View Account."
2. Click "Change Password."
3. Type in the default password as your old password, then designate your new password. The new password must meet these requirements:
  - a. It must be a minimum of 10 characters
  - b. It must have at least three of these complexity requirements: Uppercase, Lowercase, Number, Special Character.
  - c. It can not contain any part of your name, or be something you have used before.
4. If you have any problems creating a password, or have any questions, contact the ITS HelpDesk at 334-556-2464.

**\*\*IMPORTANT NOTE\*\* This password is your GovNet Password. Once you change the password in your Outlook account, it will sync and become your log in for OneACCS/MyWCC, Blackboard, Campus Computers, Campus WiFi, and Email. \*\***

### *If you are a RETURNING student:*

Your username/GovNet ID will be your student email address, and your password will be the last password you used for Blackboard and Email. If you do not know what this password is, please call the ITS HelpDesk at 334-556-2464 and ask for them to reset your password. Please have your student number (A#) ready when you call.