



IMPORTANT ANNOUNCEMENT FOR ALL STUDENTS

All students will need to verify their personal Email address in MyWCC Portal by the end of the day on Tuesday, March 26.

As part of the new Unified Authentication System that is being implemented across all ACCS institutions, all students must verify their "Personal" email address is correct in MyWCC. This is critical because individual account login credentials will be emailed to the personal email address listed in MyWCC. If you do not have a personal email address listed, you will need to add one.

There are some guidelines regarding the personal email address you can use.

1. Your Personal email address ***cannot*** be your wallace.edu email address.
2. Your Personal email address will need to be one you ***currently have access to*** and ***check regularly***.
3. If you do not have a personal email address, you can create a free email account using one of the free email providers such as [Google](#) or [Yahoo](#).

It is of critical importance that you ensure your Personal email address is updated no later than Tuesday, March 26, 2024. **Important communications regarding the new login System will be emailed to your Personal email address only.** We greatly appreciate your prompt attention to this request. If you have any questions, please contact the ITS Department at helpdesk@wallace.edu or (334) 556-2464.

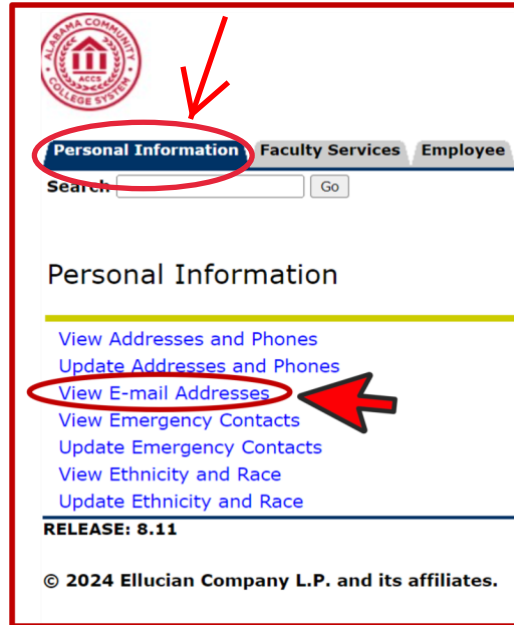
Included on the next two pages is information on how to update/add your personal email address in the MyWCC Portal.

INSTRUCTIONS ON UPDATING YOUR PERSONAL EMAIL IN MYWCC

Updating your personal email in MyWCC only takes a minute. Follow the 3 steps below to update or verify your personal Email in the MyWCC Portal.

1

Login to your [MyWCC portal here](#) using your current Govnet email address and password. Click on the Personal Information tab and select the option to “View E-mail Addresses”.



2

Click on the [Update E-mail Addresses] located at the bottom of the screen.

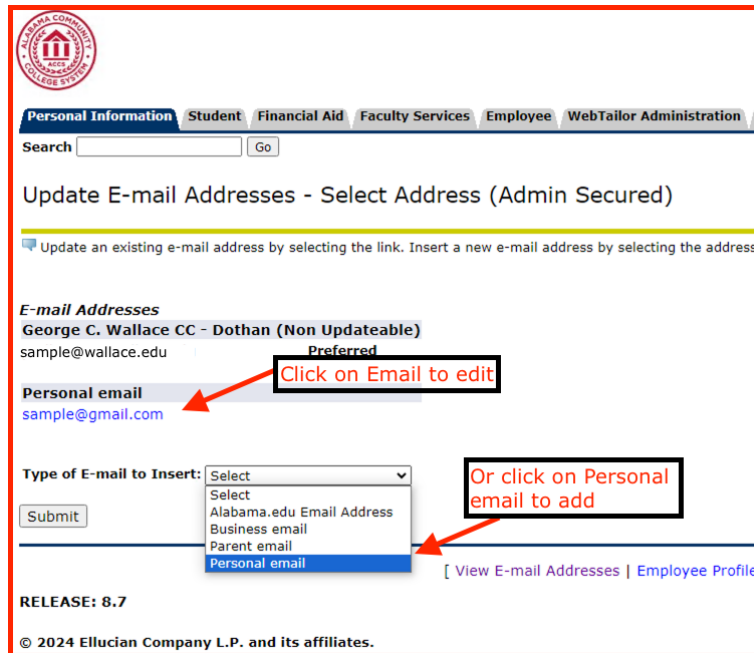


3

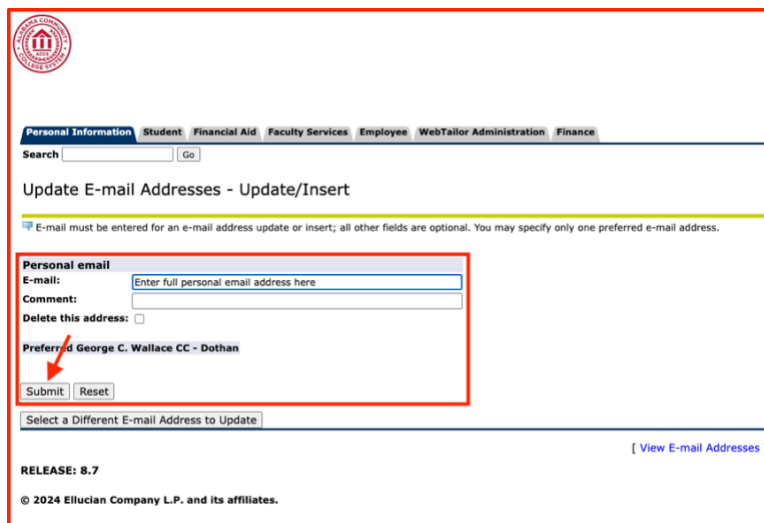
On the screen below you can edit an existing Email address or add a new Email.

To edit an existing Email address click on the Email address under the grey box labeled “Personal email”. This will enable you to modify the Email address listed. Once updated click on the “Submit” button.

To add a new Email address, select Personal email from the drop-down box labeled “Type of E-mail to Insert” and click on submit. After you have entered the full personal Email address you want to add click on the “Submit” button.



When you choose to update or add an Email address you will see the screen below. Make sure once you update/add your Email address to click on the “Submit” button. After you click on submit, your email address will be updated.



You can verify your personal Email address is correct by choosing the “View E-mail Addresses” from the main menu under the Personal Information tab.