

IMPORTANT ANNOUNCMENT 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.

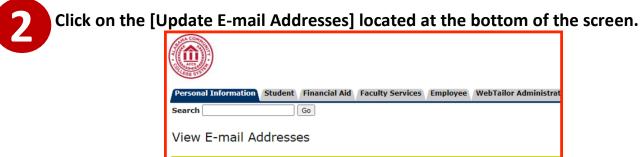
Included on the next two pages is information on how to update/add your personal email address in the MyWCC Portal.

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.

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".





Your active e-mail addresses are sorted by address type.	
E-mail Addresses	
George C. Wallace CC - Dothan sample@wallace.edu Preferred	
sumple wandee.edu	
Personal email	
sample@gmail.com	▼
	[Update E-mail Addresses]
RELEASE: 8.7	
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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.

Personal Information S	tudent Financial Aid	Faculty Services	Employee	WebTailor Admir	nistration F
Search	Go				
Update E-mail Addresses - Select Address (Admin Secured)					
🔍 Update an existing e-ma	ail address by selecting	the link. Insert a n	ew e-mail ad	dress by selecting	the address
E-mail Addresses George C. Wallace CC sample@wallace.edu Personal email sample@gmail.com	Prefe		lit		
sumpreagmancem					
Type of E-mail to Insert	Select		Or click o email to	on Personal add	
Submit	Alabama.edu Email A Business email	ddress			
	Parent email Personal email	[Vie	w E-mail A	ddresses Emplo	vee Profile
RELEASE: 8.7					
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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.

Personal Information	Student Financial Aid Faculty Services Employee WebTailor Administration Finance			
Search	Go			
Update E-mai	l Addresses - Update/Insert			
👎 E-mail must be enti	ered for an e-mail address update or insert; all other fields are optional. You may specify only one preferred e-mail address.			
Personal email				
E-mail:	Enter full personal email address here			
Comment:				
Delete this address:				
Preferred George C.	Wallace CC - Dothan			
Submit Reset				
Select a Different E-mail Address to Update				
	[View E-mail Addresses]			
RELEASE: 8.7				
© 2024 Ellucian Con	npany L.P. and its affiliates.			

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.