

# Logging into the My WCCC portal

To Log into your MyWCCC portal go to <https://portal.wccc.me.edu/ICS/>

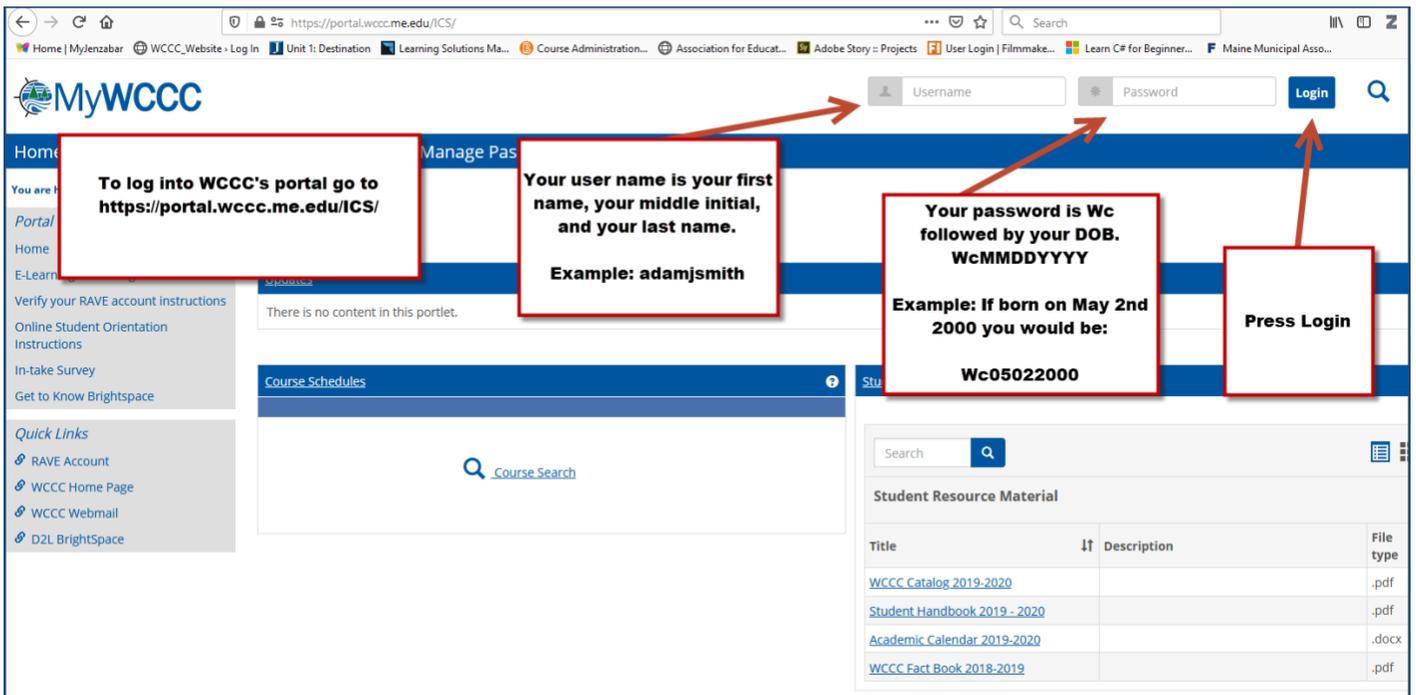
Type in your user name and password and press Login.

User name is your first name, middle initial, last name. Example: adamsmith

Password is Wc followed by your DOB going by MMDDYYYY.

For example if your birthday was May 2<sup>nd</sup>, 2000. Your password would be: Wc05022000

If you experience difficulty logging into the portal contact [Thelpdesk@wccc.me.edu](mailto:Thelpdesk@wccc.me.edu)

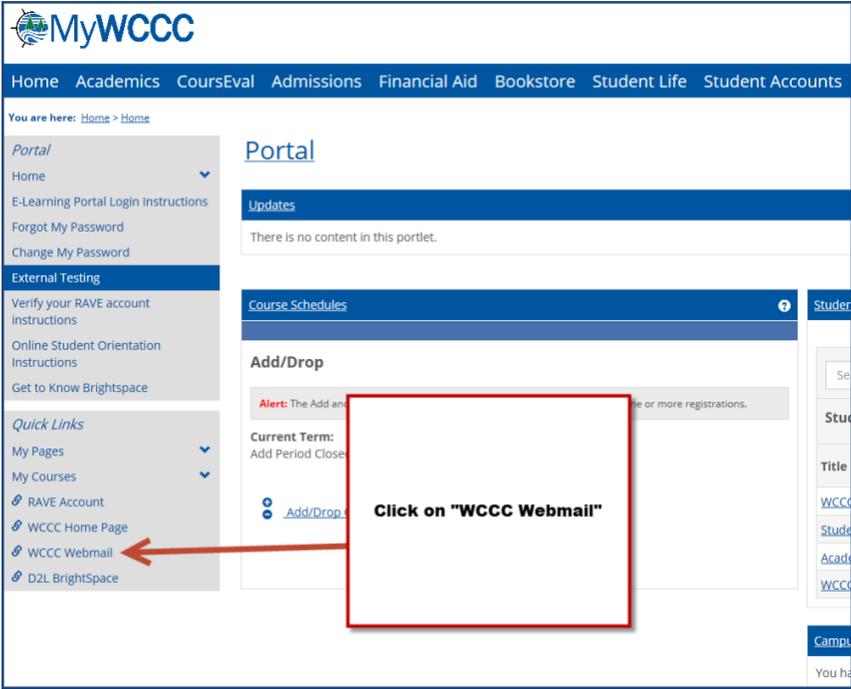


## Contents

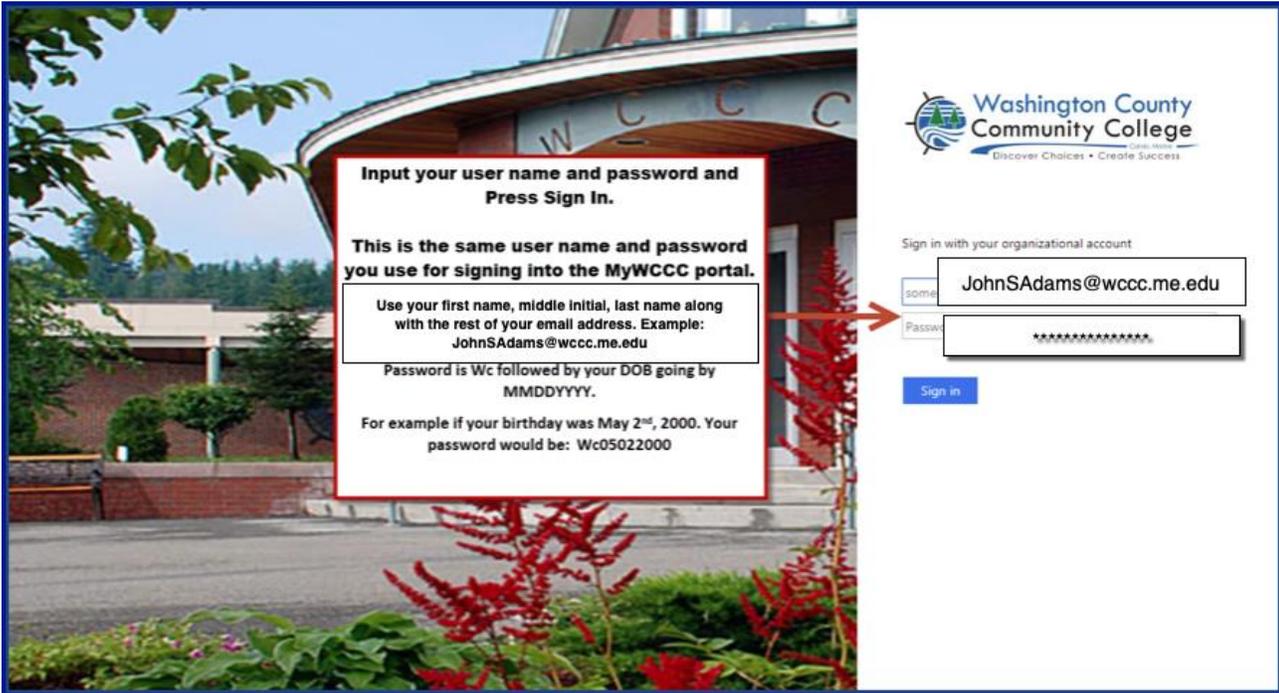
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# Email

To open your WCCC email go to WCCC Webmail link found near the bottom left of the Portal page.



Sign in using your school email and password. The same password you use when signing into the MyWCCC portal.



## Schedule

To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Student Schedule.

Ensure the correct Term is selected and press Search.

The screenshot shows the MyWCCC website interface. The navigation bar includes Home, Academics, CoursEval, Faculty, Admissions, Financial Aid, Bookstore, Campus Life, Student Accounts, Library, Employee, and Com. The breadcrumb trail reads: You are here: Academics > Academic Information > Student Schedule > Student Schedule. The Academics dropdown menu is open, showing options like Academic Information, Student Schedule, Grade Report, and Unofficial Transcript/Washington Cnty Comm College. The Student Schedule page is displayed, showing a dropdown menu for Term (set to 2019-2020 - Fall) and a Search button. Below the search area, it says "No Courses to display." Red boxes with arrows point to the Academics tab, the Academic Information dropdown, the Student Schedule option, the Term dropdown, and the Search button. A note at the bottom states: "NOTE: Your individual course schedule will appear after you press search."

**#1. Go to the Academics Tab**  
**#2. Click on the drop down arrow beside Academic Information.**  
**#3. Select Student Schedule**

**#4. Ensure you select the correct Term.**  
**#5. Press Search.**

**NOTE: Your individual course schedule will appear after you press search.**

## Grades and/or Unofficial Transcript

To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Grade Report or select Unofficial Transcript.

Ensure the correct Term is selected and press Search.

The screenshot shows the MyWCCC website interface. The navigation bar includes Home, Academics, CoursEval, Faculty, Admissions, Student Accounts, Library, and Employee. The breadcrumb trail reads: You are here: Academics > Academic Information > Grade Report. The Academics dropdown menu is open, showing options like Academic Information, Student Schedule, Grade Report, and Unofficial Transcript/Washington Cnty Comm College. The Grade Report page is displayed, showing a dropdown menu for Term (set to 2019-2020 - Fall) and links for View Final Grade Report and View Midterm Grade Report. Red boxes with arrows point to the Academics tab, the Academic Information dropdown, the Grade Report option, the Term dropdown, and the View Final Grade Report link. A note at the bottom states: "NOTE: To get your Unofficial Transcripts you can click here."

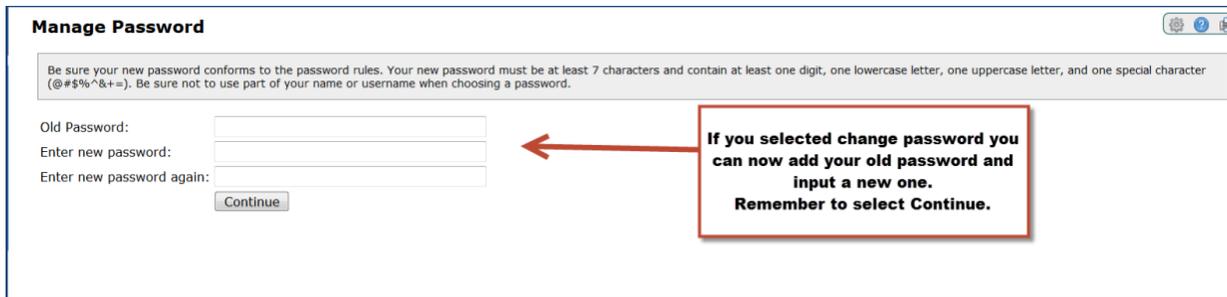
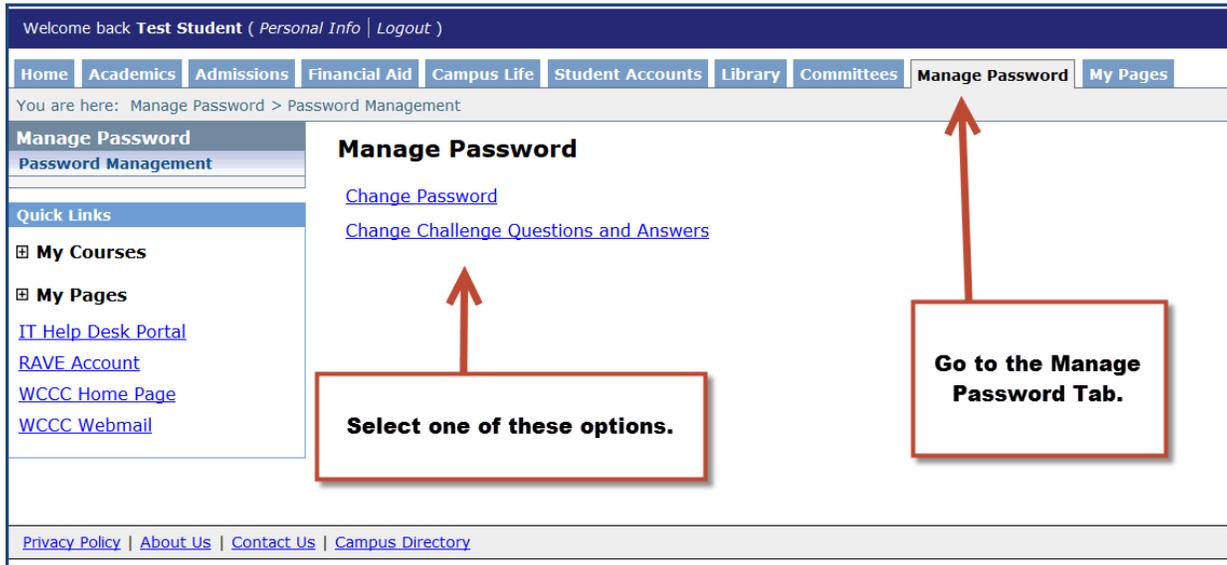
**#1. Go to the Academics Tab.**  
**#2. Press the arrow beside Academic Information.**  
**#3. Select Grade Report.**

**#4. Select "Term" you want to view.**  
**#5. Click on "View Final Grade Report".**

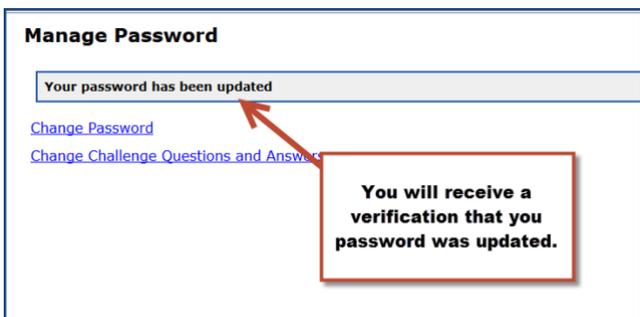
**NOTE: To get your Unofficial Transcripts you can click here.**

## Manage your Password

We highly recommend you change your default password that the school assigns you. Log into the portal at <https://portal.wccc.me.edu/ICS/>  
Select the Manage Password tab and choose the change password option.



Enter your old password and input a new password that complies with the password rules. Remember to select Continue when you are done.



You will receive a verification that your password was updated.

If you select Change Challenge Question and Answers you can set up security questions to help you unlock your password in case you forget it.

### Manage Password

Select a unique question from each drop down and give a unique answer for each question

Who is your favorite actor, musician, or artist?

What is the first and last name of your first boyfriend or girlfriend?

What is your favorite color?

What is your mother's maiden name?

What was your favorite place to visit as a child?

Who is your favorite actor, musician, or artist?

**If you selected Change Challenge Questions and Answers you can update your challenge questions for the next time you FORGET your password. Remember to select Continue when you are done.**

## Verify your RAVE Account Information

Go to your RAVE account by selecting the RAVE account link on the main page of the portal. Bottom left.

The screenshot shows the MyWCCC website interface. At the top is the MyWCCC logo and a navigation bar with links: Home, Academics, CoursEval, Faculty, Admissions, Financial Aid, Bookstore, Campus Life, Student Accounts, and Librar. Below the navigation bar, the breadcrumb trail reads "You are here: Campus Life > Rave User Portlet".

The main content area is titled "Rave User Portlet" and contains several sections:

- Campus Life** (left sidebar): Home, Rave User Portlet, TRIO, Add a Page, Context Manager, Usage Statistics, Copy Courses, Early Alert Messages.
- Quick Links** (left sidebar): My Pages, My Courses, **RAVE Account** (highlighted), WCCC RAVE Account, WCCC Webmail.
- Admin Portlet** (right): Email (Primary Emailtosmond@wccc.me.edu, Email (1) tlo9ca@gmail.com), Mobile Phones (Mobile (1) 902-233-1232 Aliant Telecom), Voice Only Line Contacts (None), Update Info Help.

At the bottom of the page are links for Privacy policy, About us, Contact us, and Campus directory.

**Select "Rave Account" from the left side menu. Review Rave info and select Update Info to make changes.**

Select Update Info to change your RAVE Account Information.

You can add secondary email accounts, mobile phones (including voice messages), or landlines.

Remember to press SAVE at the bottom of the page.

**Rave User Portlet**

Access Options Settings

Please use the below form to update your Rave Alert emergency notification contact information.

**Email** ?

Primary Email  **Your primary email is automatically your school email.**

Email (1)  **Put your secondary email here, like gmail.** This email account will only be used for emergency notifications.

Email (2)  This email account will only be used for emergency notifications.

**Mobile Phones** ?

Mobile (1)   Enable Voice Message Delivery **Click enable to receive voice messages.**

Mobile (2)   Enable Voice Message Delivery

Mobile (3)   Enable Voice Message Delivery

**Voice Only Line Contacts** ?

Voice (1)  Extension  ?

Voice (2)  Extension  ?

Voice (3)  Extension  ?

**Landline phones can be added here.**

[Save](#) [Cancel](#) [Help](#) **Remember to SAVE!!!**

For any questions regarding this form, please contact the campus security office.

### Finding your courses in Brightspace

You will find the courses you are currently enrolled in under the D2L Brightspace link. This link is on the left-hand side of the screen near the bottom.

**MyWCCC**

Home Academics CourseEval Faculty Admissions Financial Aid Bookstore Student Life Student Accounts Library

You are here: Home > Home

**Portal**

Home

E-Learning Portal Login Instructions

Business and Community Training

Forgot My Password

Change My Password

External Testing

Verify your RAVE account instructions

Online Student Orientation Instructions

Free Virus Protection (HIDDEN NO LONGER VALID)

In-take Survey

Get to Know Brightspace

Add a Page

Context Manager

Usage Statistics

Copy Courses

Early Alert Messages

**Quick Links**

My Pages

My Courses

RAVE Account

WCCC Home Page

WCCC Webmail

D2L BrightSpace **Click on the D2L Brightspace link to go to your courses.**

**Portal**

**Updates**

There is no content in this portlet.

You can add content in the following way(s):

Create Content

Load From Server File

Show external remote content

**Course Schedules**

**Add/Drop**

Admin this portlet

**Alert:** The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: 2019-2020 - Fall

Add Period Closed / Drop Period Closed

Once you are in Brightspace you can click on the icon that looks like a keypad.

Washington County Community College

Announcements Calendar

Once you are in Brightspace you can click on the icon that looks like a keypad.

Washington County

My Courses

Supervisory Management  
Ends December 20, 2019 at 11:59 AM

Entrepreneurship Online  
Ends December 20, 2019 at 11:59 AM

EndUserSupport - Copy

Got questions?

Find Answers Here

For assistance with the course material, please contact your instructor.

A menu will appear with all the courses you are currently enrolled in. Click on the link for the course you want to go to.

Washington County Community College

TO Tatiana Osmond

Search for a course

Advanced Search

Supervisory Management - WC\_1920\_FA\_BUS\_230\_01\_CO

Entrepreneurship Online - WC\_1920\_FA\_BUS\_160\_OL\_CO

Entrepreneurship - WC\_1920\_FA\_BUS\_160\_01\_CO

Accounting Principles II - WC\_1920\_FA\_BUS\_175\_01\_CO

Supervisory Management Online - WC\_1920\_FA\_BUS\_230\_OL\_CO

Phlebotomy - WC\_1920\_FA\_MDT\_220\_01\_CO

Word Processing - WC\_1920\_FA\_CPT\_140\_01\_CO

Word Processing Online - WC\_1920\_FA\_CPT\_140\_OL\_CO

Introduction to Pharmacology - WC\_1920\_FA\_MDT\_227\_01\_CO

Tatiana Osmond Sandbox - co\_Osmond\_Sandbox

Brightspace Learner Simulation - BRTSPCSIM-CO\_d2l

My Courses

Supervisory Management  
Ends December 20, 2019 at 11:59 AM

Entrepreneurship  
Ends December 20, 2019 at 11:59 AM

Accounting  
Ends December 20, 2019 at 11:59 AM

For assistance with the course material, please contact your instructor.

A menu will appear with all the courses you are currently enrolled in. Click on the link for the course to be taken to the course page.