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:  adamjsmith

Password is Wc followed by your DOB going by MMDDYYYY.

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

If you experience difficulty logging into the portal contact IThelpdesk@wccc.me.edu

Contents

Email ........................................................................................................................................................................................ 2
Schedule .................................................................................................................................................................................. 3
Grades and/or Unofficial Transcript ....................................................................................................................................... 3
Manage your Password ........................................................................................................................................................... 4
Verify your RAVE Account Information ................................................................................................................................... 5
Finding your courses in Brightspace ....................................................................................................................................... 7
Email

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

Sign in using your user name and password. The same user name and 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.

Grades and/or Unofficial Transcript
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.
Manage your Password

We highly recommend you change your default password that the school assigns you.

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.

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.
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.
Finding your courses in Brightspace

Every course in the current semester has an electronic presence on the portal. You can find the courses you are registered for under the D2L Brightspace link. Your courses will open on the first day the course is scheduled to start.

This link is on the left-hand side of the screen near the bottom.
Once you are in Brightspace you can click on the icon that looks like a keypad.

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.