

Student E-mail Account Access

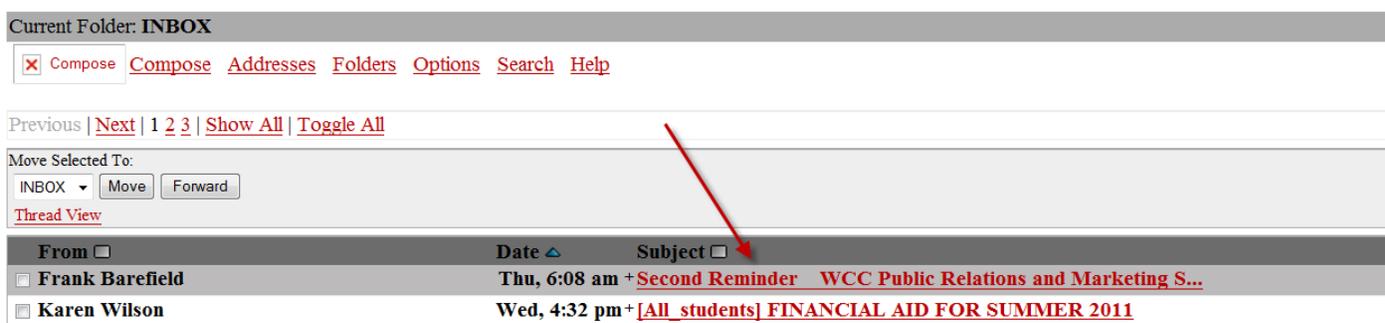
1. Go to the Wallace Community College Website at www.wallace.edu
2. Choose the Student Email link from the left side of the screen.
 - a. Click on the link labeled "Student E-mail"



3. Enter your username and password
 - a. Username = first initial, last name, last four of social security number
 - i. example, John Smith, SSN: 123456789 would be jsmith6789
 - b. Enter your date of birth in six digits (mmddyy)
 - i. example, January 1, 1991 would be 010191

NOTE: If you have forgotten your password, [go to the FORGOT USERID tab under myWCC](#) and reset your PIN and your student E-mail password will be reset over night.

4. Look for important E-mails from the College such as WCC Faculty-Course Evaluations and other surveys. Your feedback is very important for improving the College.
 - a. Click on the Subject of the E-mail to open and read the E-mail.



5. Surveys/evaluations will include a link within the body of the E-mail. Click the link to go to the survey/evaluation.
6. Make sure you complete each survey/evaluation, you will receive Faculty-Course Evaluations for each class in which you enrolled. If you are enrolled in four classes you will complete four Evaluations.

