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"
      - About The College
      - Adult Education
      - Athletics
      - College Foundations
      - Community
      - Consumer Information
      - Educational Programs
      - Employment
      - Enrollment Services
      - News & Publications
      - Registration
      - Security
      - Student E-mail (E-mail FAQs)
      - Student Resources
      - Workforce Development
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.