ACTIVATING YOUR ACCOUNT – INFO FOR NEW USERS

Your UserID
Before you can use Self Service, you must activate your MyWCC account at http://www.sunywcc.edu/mywcc. Your ten character MyWCC account is in the form: FLLLL99999, where:
- F - the first initial of your first name
- LLLL - the first four letters of your last name
- 99999 - the last five digits of your personal student ID number assigned in the enrollment system.

For example: JSm12345

NOTE: If you have been a Collegium member in the past but do not know your UserID, please contact Judith Kelson at (914) 606-6535 or email to collegium@sunywcc.edu (please include a phone number where one of the Collegium staff can leave you a voicemail message with your UserID; we are unable to send UserIDs via email).

Activation Process
Enter this address in your Internet Browser: www.sunywcc.edu/mywcc
If you have trouble with this address you can try this alternate form, being sure to first type https:// as shown: https://mywcc.sunywcc.edu

Find the panel on the left titled “WCC Account Activation” and click on the Continuing Education/ELI Students link.

Enter your 10 character UserID as described above as requested and click Continue.

You will be prompted to select two security questions and provide an answer for each. These questions will be used in the event that you forget your password. It is important that you remember exactly the answers you provide!

Next you will be requested to create a password for your account, and to enter it twice. The second entry must match the first exactly to verify correctness. The Password must be between 7 and 25 characters long, must contain at least one UPPER case character, at least one lower case character, at least one digit, and cannot be your first name, last name or be the same as your userID. It should not contain spaces.

Examples:
- Acceptable Password: ILoveCollegium2011
- Invalid Password: collegiummember (no upper case, no digit)

Click Continue.
You should receive confirmation that your account is activated.

Now you are ready to register!

Already set up your account and forgot your password?
Find the panel on the left titled “WCC Account Activation” and click on “Forgot My Password” listed under the Continuing/Returning Students link. You will need to enter your UserID. You will be prompted by the two Security Questions you answered when you set up your account. Note that the answers to the Security Questions are case sensitive. If you are unable to correctly answer these questions, or experience other problems in recovering your password, please call Judith Kelson at 914-606-6535 or email collegium@sunywcc.edu.
ENROLLING IN COLLEGIUM

Return to the MyWCC portal at http://www.sunywcc.edu/mywcc

Find the panel in the top left corner titled “Signon”. Enter your UserID and Password and click Sign In.

You should see the “Enroll Here” panel in the top middle of the page.
Click on the Student Center link.

The next page that displays provides your Self Service functions.
Click the Enroll link in the Academics region.

**Step 1 - Selecting Classes**
The Add Classes pages should appear.
Enter the 5-digit Class Number for the first class in which you wish to enroll. A list of the Class Numbers for Spring Collegium can be found at the end of this document.

The first number you should enter is either 14743 to enroll in in the **Spring Wednesday** Collegium Membership or 14744 to enroll in the **Spring Friday** Collegium Membership. If you wish to attend both days, you will add the second membership in a subsequent step.

Then click Enter.

*NOTE:* you **must** enroll for both the Membership and specific Topics for the day you wish to attend. You **may select one topic in each time slot.**
The schedule information for your selection will display. If it is the correct choice, click Next.

NOTE: If you selected the wrong class number, click Cancel. The following message will display:
“You have unsaved data for this transaction. Click OK to go back or Cancel to discard your changes.” Simply click Cancel and you will return to the Add classes screen where you may make a different selection.

You will return to the Add Classes page and see a confirmation that the class has been added to your Shopping Cart.

You may now enter the next Class Number for your next choice (see Step 1 above). Refer to the chart at the end of this document to select the Class Numbers for the topics you wish to attend.

Step 2 – Completing Enrollment

Once you have selected all your classes, you may review your selections. The trash can icon under Delete next to a class will remove it from your selections.

Once you have made all your selections, click the “Proceed to Step 2 of 3” button that displays below your choices on the Add Classes page.
You will be prompted to confirm your class selections for a last time. Click “Finish Enrolling” if all your selections are correct.

NOTE: you may click Previous if you need return to the Add Classes page to make any changes before confirming.

A green checkmark in the status section indicates that you are successfully enrolled in the class. A red X indicates a problem – the most common problems will be selecting a class that has no more available seats or that has a time conflict with another selected class. Review any messages that are displayed about the status of your enrollment.

If you do receive a red X, click “Add Another Class” to return to the Select Class screen to make adjustments to your schedule.

Step 3: Make a Payment
Once your enrollment is complete, click “Make a Payment”.

Confirm the amount to be paid and enter that amount in the “Payment Amount” box. Then click Next.
Review the payment to be made and click “Continue to Make Payment”.

Payments may be made by Visa, MasterCard or Discover.

Complete the information about your credit card.

Click “Continue” to complete your payment. Once you receive a confirmation that your payment has been processed, your enrollment is complete. Enjoy your class!

*Note: the e-mail box at the bottom of the payment screen is not active. E-mail receipts are not available from this screen.*
## Collegium Spring 2013 Class Numbers

<table>
<thead>
<tr>
<th>Wednesday Membership</th>
<th>14743</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday Topics:</td>
<td></td>
</tr>
<tr>
<td>Naval Warfare (9:10)</td>
<td>14745</td>
</tr>
<tr>
<td>Before and After Dr. King (9:10)</td>
<td>14746</td>
</tr>
<tr>
<td>Yet More Madness, Malfeasance and Mayhem (9:10)</td>
<td>14747</td>
</tr>
<tr>
<td>American Poets (9:10)</td>
<td>14748</td>
</tr>
<tr>
<td>Shared Experiences: Anthropology/Ritual (10:45)</td>
<td>14749</td>
</tr>
<tr>
<td>Forming England (10:45)</td>
<td>14750</td>
</tr>
<tr>
<td>Short Story, Part II (10:45)</td>
<td>14751</td>
</tr>
<tr>
<td>Home, Hospitality and Other Glories of Homer’s Odyssey (10:45)</td>
<td>14752</td>
</tr>
<tr>
<td>Vienna to Broadway (12:45)</td>
<td>14753</td>
</tr>
<tr>
<td>Problems of Modern Africa (12:45)</td>
<td>14754</td>
</tr>
<tr>
<td>Why is America So Upset About Our Schools? (12:45)</td>
<td>14755</td>
</tr>
<tr>
<td>Relationships in American Literature (12:45)</td>
<td>14756</td>
</tr>
<tr>
<td>Whatever Happened to Pluto?</td>
<td>14758</td>
</tr>
<tr>
<td>Short Story – New Selections (2:20)</td>
<td>14761</td>
</tr>
<tr>
<td>Star-Crossed Lovers: Conversations about Shakespeare (2:20)</td>
<td>14762</td>
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<tr>
<td>À la Carte (2:20)</td>
<td>14757</td>
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</table>

<table>
<thead>
<tr>
<th>Friday Membership</th>
<th>14744</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday Topics:</td>
<td></td>
</tr>
<tr>
<td>Foreign Policy Forum: America in the Changing Geopolitical World (9:30)</td>
<td>14764</td>
</tr>
<tr>
<td>Cinema Fridays: Story to Screen (12:30)</td>
<td>14765</td>
</tr>
</tbody>
</table>