

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: JSmit12345

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 by email to Judith.kelson@sunywcc.edu.

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!

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.

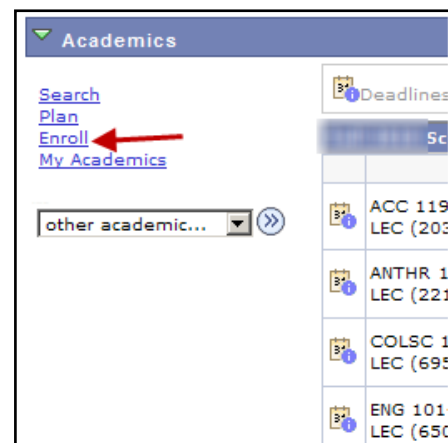


You should see the "Enroll Here" panel in the top middle of the page.

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

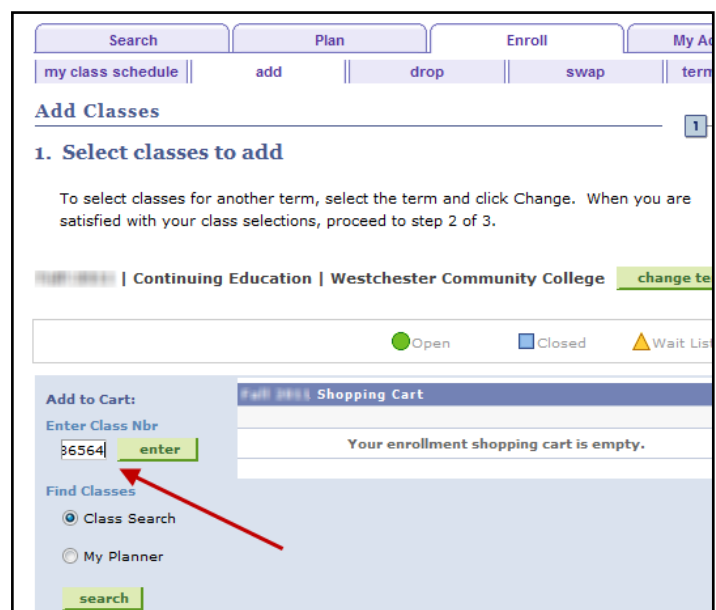
The Add Classes pages should appear.

Enter the 5-digit Class Number for the first class in which you wish to enroll. A list of the Class Numbers for Winter Collegium can be found at the end of this document.

The first number you should enter is 14676 to enroll in the **Winter** Collegium Membership.

Then click Enter.

NOTE: you must enroll for both the Membership and the specific Topics for the day you wish to attend. You may select one topic in each time slot.



in

CE-COLGM 2000VA - Collegium Wed Mbrshp

Class Preferences

CE-COLGM 2000VA-A-Lecture ● Open **Grading** No Grade Associated

Units 0.00

Session CE-Mainstream

Career Continuing Education

Enrollment Information

- You must enroll in BOTH Collegium Wednesday Mbrshp CE-COLGM 2000VA and Wed Topics CE-COLGM 2002VA

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	We 1:00AM - 1:01AM	Valhalla Campus (TBD)	Staff	04/06/2011 - 05/28/2011

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.

Add Classes

1. **Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ CE-COLGM 2000VA has been added to your Shopping Cart.

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.

Spring 2011 | Continuing Education | Westchester Community College

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr:

Find Classes:

Class Search My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="trash"/>	CE-COLGM 2000VA-A (56786)	We 1:00AM - 1:01AM	Valhalla Campus (TBD)	Staff		●
<input type="button" value="trash"/>	CE-COLGM 2002VA-A (56788)	We 9:15AM - 10:30AM	Valhalla Campus (TBD)	Staff		●
<input type="button" value="trash"/>	CE-COLGM 2002VA-D (56791)	We 10:45AM - 12:00PM	Valhalla Campus (TBD)	Staff		●

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.



Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

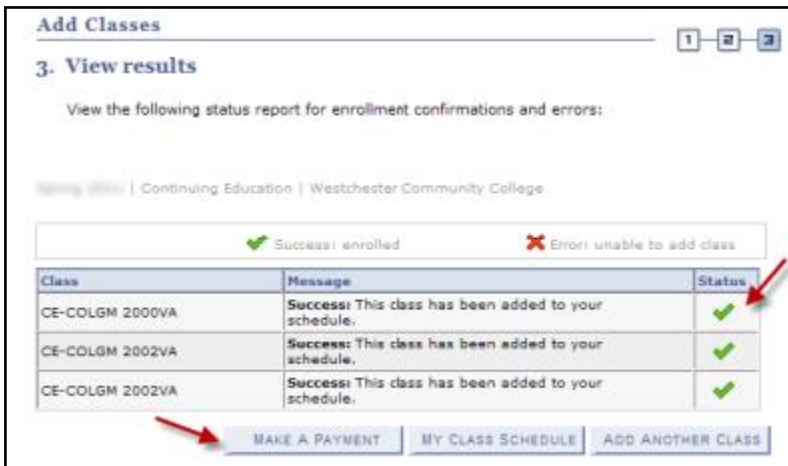
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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CE-COLGM 2000VA-A (56786)	Collegium Wed Mbrshp (Lecture)	We 1:00AM - 1:01AM	Valhalla Campus (TBD)	Staff		●
CE-COLGM 2002VA-A (56788)	Collegium Wed Topics (Lecture)	We 9:15AM - 10:30AM	Valhalla Campus (TBD)	Staff		●
CE-COLGM 2002VA-D (56791)	Collegium Wed Topics (Lecture)	We 10:45AM - 12:00PM	Valhalla Campus (TBD)	Staff		●

CANCEL PREVIOUS **FINISH ENROLLING**

to



Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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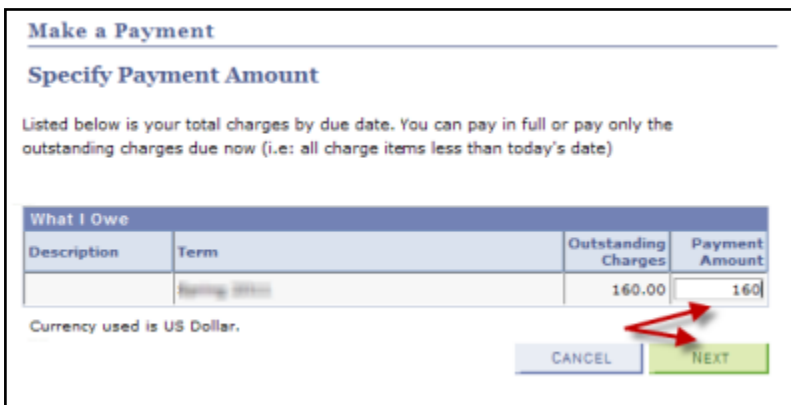
Success: enrolled Error: unable to add class

Class	Message	Status
CE-COLGM 2000VA	Success: This class has been added to your schedule.	✓
CE-COLGM 2002VA	Success: This class has been added to your schedule.	✓
CE-COLGM 2002VA	Success: This class has been added to your schedule.	✓

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

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.



Make a Payment

Specify Payment Amount

Listed below is your total charges by due date. You can pay in full or pay only the outstanding charges due now (i.e: all charge items less than today's date)

What I Owe		Outstanding Charges	Payment Amount
Description	Term		
	Spring 2012	160.00	160

Currency used is US Dollar.

CANCEL **NEXT**

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.

Make a Payment

Confirm Payment

i Your payment of 160.00 USD will be collected through our secure third party payment provider.

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.

Payment amount: \$160.00
Payment method: Credit card

Credit Card - We accept the following credit cards.
  

Account Information
*Indicates required fields
*Card account number:
*Name on card:
*Card expiration date: [02] [2012]
*Credit card type:
*Card Verification Value: (What is this?)

Cardholder Billing Information
*Billing address:
Billing address line two:
*City:
*State/Province: [New York (NY)]
*Postal code:
*Country: [UNITED STATES]
E-mail: (Receipt will be sent to this address)



Collegium Winter 2012 Class Numbers

Winter Membership	14676
<u>Winter Topics:</u>	
Issues in Immigration, part III (9:15)	14677
Today's China (9:15)	14678
Turbulent Times in American Public Education (11:00)	14679
Great Panorama of Women Artists and Their Times (11:00)	14680