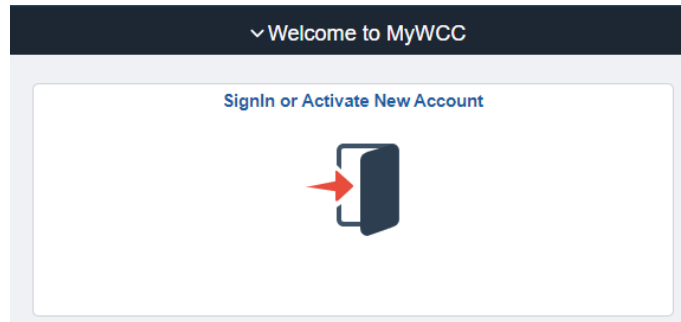


## How to Make a Payment Online (NEW STUDENT)

1. Go to the **MyWCC** Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) and click on the **SignIn or Activate New Account**



- Your **"User ID"** is the first letter of your first name, the first four letters of your last name, and the last 5-digits of your WCC ID Number (located on your invoice).

Two screenshots of the account activation process. The left screenshot shows a "SignIn or Activate New Account" window with a red arrow pointing to the "User ID" label, a text box containing "WCC User ID", a "Continue..." button, and a "Forgot my ID..." link. The right screenshot shows a "Signon or Activate New Account" page with a "Welcome to Westchester Community College" message, instructions to "Continue to Activate your WCC Student ID", a list of steps (Set account password, Set security questions, Provision email account), and a red arrow pointing to an "Activate My User ID..." button.

Select two security questions and create your password.

### Activate My Account

User ID:

Name:

In case you lose your password, please select two security questions and provide their answers which can be used later to confirm your identity.

Question 1:

Answer 1:

Question 2:

Answer 2:

Enter your password and type it again to confirm it.  
Click [here](#) for the password policy.

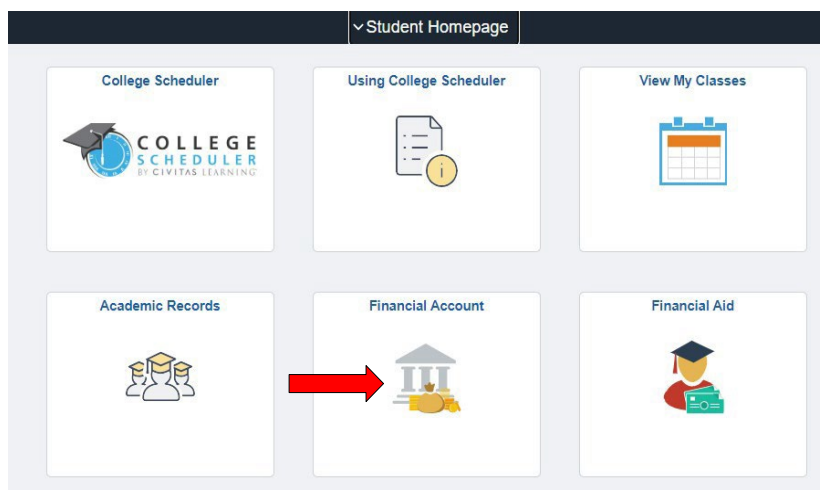
Password:

Confirm Password:

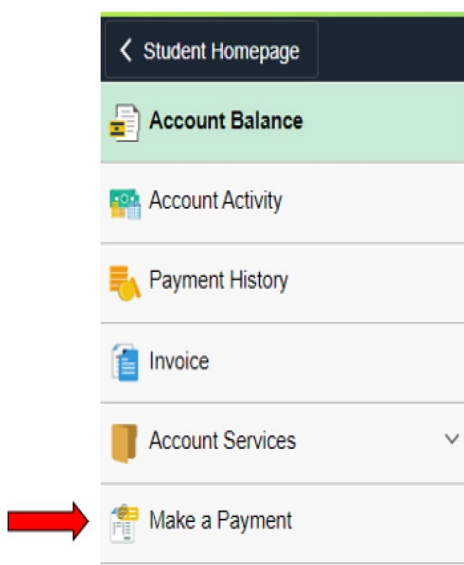
2. Once you've successfully logged in with your User ID and Password, please click on the **Student Self Service Center** tile and you will see the following tiles:



- Click **FINANCIAL ACCOUNT**



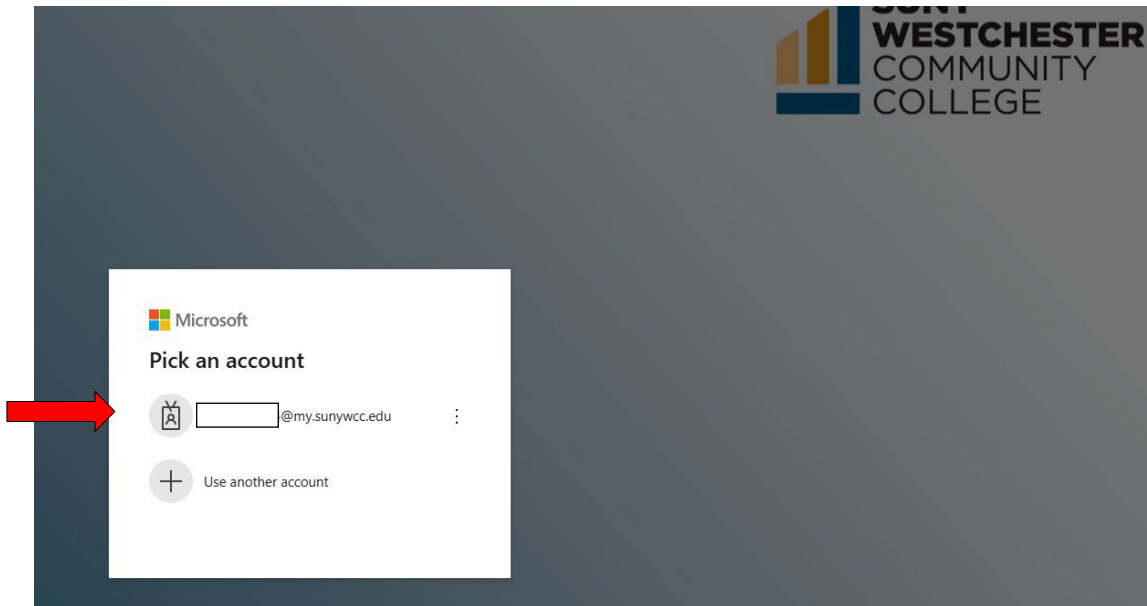
- Click on **MAKE A PAYMENT**



- Enter your **WCC Email address and your password**


*\*Your college email address is your MyWCC user ID with the ending **@my.sunywcc.edu** after it.*

*\*Your email password is the same as your MyWCC password.*



- After your MYWCC log in, students are asked to provide a mobile phone number or email address for Multi-Factor Authentication (MFA). MFA is a way of confirming your identity when you sign into online accounts with more than just a username and password. The information only needs to be entered once and will be used by TouchNet automatically thereafter. Once a mobile number or email address is entered, the student clicks Send Code to continue. Students can add a Backup Method if they wish.



## Account Login




Multi-Factor Authentication Enrollment

Due to enhanced security, multi-factor authentication is required.

**Primary Method**

☐ **Google Authenticator (Preferred)**  
 New to Google Authenticator? Download from the App Store or Google Play to get Started!  
 

☒ **Text message to existing or new mobile number**

New mobile number +1 914 555 1212 Send Code 

☐ **Email message to existing or new email address**


**Backup Method (optional)**


Adding a backup method allows a passcode to be obtained by way of an additional method.


Setup Method


Cancel Continue


- Click on **Make Payment**




 My Account ▾


 My Profile ▾


 **Make Payment**


 Help ▾

### Account Payment

  
Amount

  
Method

  
Confirmation

  
Receipt

Payment Date:

4/1/25

#### Select Payment Option

☐ **Current Account Balance**  
\$0.00

☐ **Future Amount Due**  
\$0.00

Payment Total

\$0.00

Continue

- Complete the **“Make Payment”** steps

