

**USER ID, PASSWORD, AND MYWCC ACCOUNT ACTIVATION FOR NEW USERS NEEDED FOR
ENROLLING IN COLLEGIUM ONLINE
REGISTRATION BEGINS AT 9AM on September 11**

1. You will need *Your User ID and Password*

2. If you have been a Collegium member in the past but do not know your User ID, please contact the Collegium office at (914) 606-6748 or by email at collegium@sunywcc.edu.

If you have forgotten your Password, enter this address into your Internet Browser:

www.sunywcc.edu/mywcc

If you have trouble with this address, try this alternate form, being sure to first type https:// as shown:

<https://mywcc.sunywcc.edu>

Click the Forgot My Password link on the MyWCC page. You will be prompted with your security questions. After correctly answering these questions, you will be able to reset your Password. If you are unsuccessful in retrieving your password, call the Collegium office for assistance at 914-606-6748.

After obtaining your User ID and Password, please go to p. 2 for instructions on Enrolling in Collegium. If you have never registered online and are a new user see step 3 below.

3. *Activation Process for New Users*

Before you can use Self Service, you must activate your MyWCC account.

- a. Enter this address in your Internet Browser:

www.sunywcc.edu/mywcc

If you have trouble with this address, try this alternate form, being sure to first type https:// as shown:

<https://mywcc.sunywcc.edu>

- b. Find the panel on the left titled “My WCC Account Activation” and click on the **New Students** link.
- c. Enter your 10-character User ID as requested and click **Continue**. (If you do not know your USER ID, see #2 above.)
- d. 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; it is **case sensitive**! Keep these answers (and the logon and password) in a safe place.
- e. 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 User ID. It should not contain spaces.
- f. Examples:
Acceptable Password: ILoveCollegium2011
Invalid Password: collegiummember (no upper case, no digit)
- g. Click **Continue**.

You should receive confirmation that your account is activated.

You are ready to enroll!

ENROLLING IN COLLEGIUM

You will need both your User ID and password to register for Collegium. If you do not have your User ID or have forgotten your password and cannot retrieve it as instructed above, please call the Collegium office for assistance 914-606-6748 or email collegium@sunywcc.edu with a number where we can reach you.

Once you have your User ID and Password, Log into the **MyWCC** portal:
<http://www.sunywcc.edu/mywcc> or <https://mywcc.sunywcc.edu>

Find the panel in the top left corner titled "Signon." Enter your User ID and Password. Click Sign In.



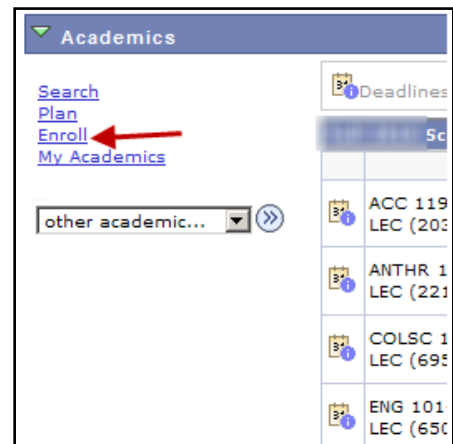
You should see the "Student Center/Enroll Here" panel in the middle of the page. Click on the Student Center link.



You may then see 1 or 2 boxes regarding student responsibilities. You will be asked to agree that you are aware of and will abide by the policies of Westchester Community College. After reviewing, click Accept.

You may then see a survey. You may scroll to the bottom and Click Opt Out

In the upper left hand corner of the page, you will see "Academics." Click the Enroll link.



If you are asked to Select a Term.
Select fall 2019.
Click Continue

Step 1 – Selecting Classes

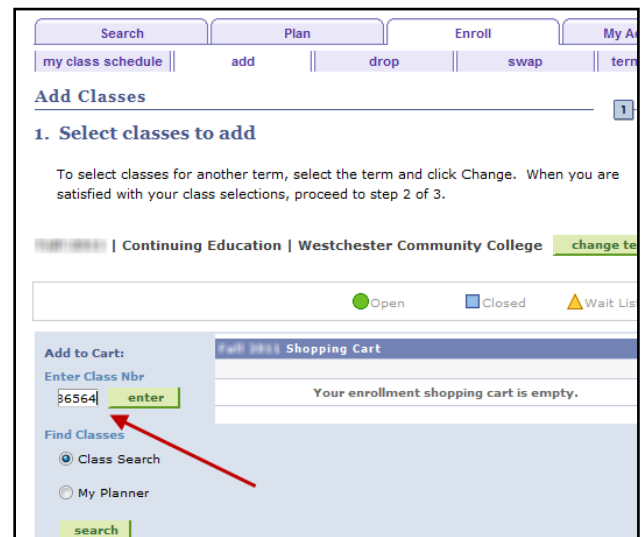
The "Add Classes" page should appear. Under enter class number found in the middle of the page, although not technically a class number, the first number you **must** enter is the 5-digit

Wednesday 89253 or Friday 89254 membership number.

Click Enter.

IMPORTANT: you MUST enroll with the Membership number for the day you wish to attend.

YOU MAY ONLY REGISTER ONLINE FOR ONE DAY – WEDNESDAY OR FRIDAY



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

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	We 1:00AM - 1:01AM	Valhalla Campus (TBD)	Staff	09/09/2019 - 09/25/2019

After adding the membership number, the schedule information for your selection will display:

We 3:00 a.m. – 3:10 a.m. – 10/16/19 – 11/20/19.

Fri 3:00 a.m. – 3:10 a.m. – 10/18/19 – 11/22/19.

When this information appears, click Next.

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

NOTE: If you entered a wrong membership 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 again and you will return to the “Add Classes” page where you may enter the correct number.

You will now enter the class numbers for each session you would like to attend. Class numbers are located on the inside cover of the Collegium Class Schedule brochure.

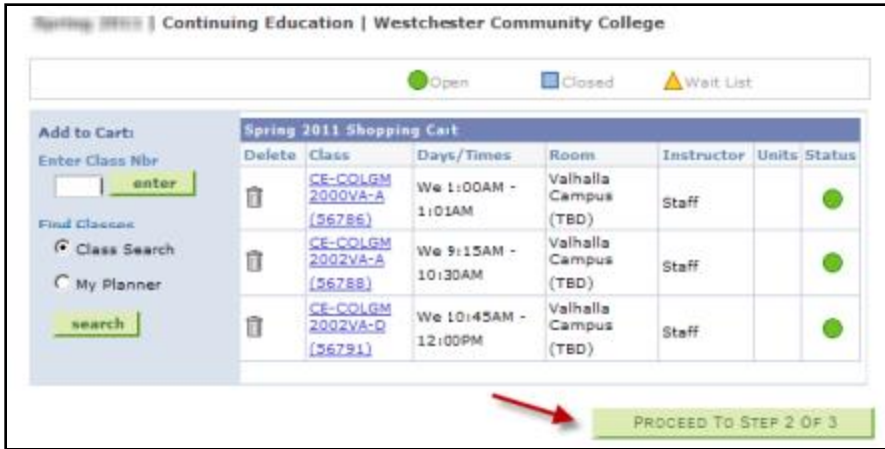
You may select one class per time slot. Repeat step one above for each class but instead of entering the membership number, enter the **class number** for the class of your choice. Click “Enter.” After you enter a class number, you will return to the “Add Classes” page and see the class has been added to your Shopping Cart. You may now enter the **class number** for your choice in the next time slot. **You can enroll in up to three classes.**

Add Classes 1 2 3

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.



Step2 – Completing Enrollment

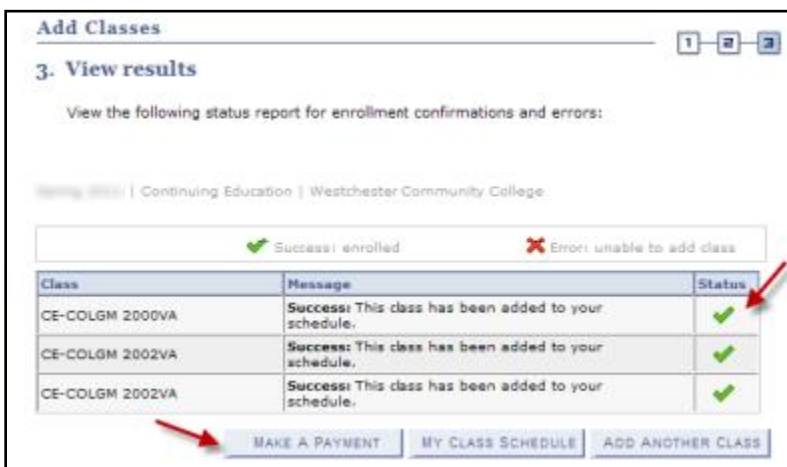
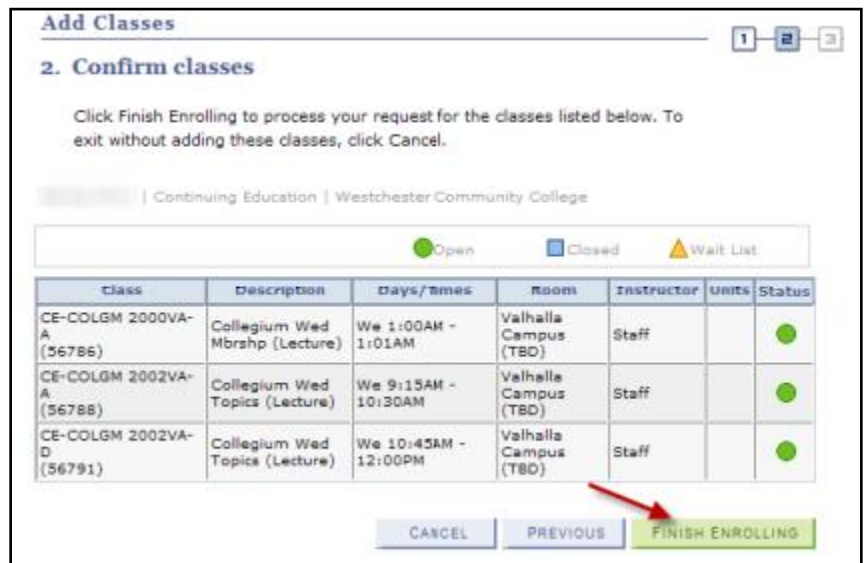
Once you have selected your classes, you may review your selections. Click the **trash can icon** under **Delete** to remove selections chosen in error.

Once you have made all your selections, click Proceed to Step 2 of 3.

You will be prompted to confirm your class selections for a last time. **Check carefully to make sure you have selected only one class for each time slot.**

If you have two classes in one time slot, click Previous then click Add Another Class to return to the “Select Classes Screen.”

Delete the class you do not want by clicking on the the trash can under Delete. Once you have done this, click Proceed to Step 2 of 3. Click Finish Enrolling if all your selections are correct.



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 are selecting a class that has no more available seats or selecting two classes in the same time slot. Review any messages that are displayed.

If a class has a red X, **you are NOT registered for that class**. The classes with the green checkmark were processed and will appear on your class schedule. (They are no longer in the shopping cart.)

To add another class (should your first choice be filled) click Add Another Class and follow the steps to select a class. If you need to “drop” a class, click on the “drop” tab at the top of your page and choose the class to be dropped and follow the instructions.

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			
Description	Term	Outstanding Charges	Payment Amount
	Spring 2012	160.00	160

Currency used is US Dollar.

Confirm the payment to be made and click Continue to Make Payment.

Enter your credit card number. Payments may be made by Visa, MasterCard, or Discover. Click Continue.

On the next screen: enter the name on the credit card, expiration date, credit card security code, and billing address

Click Continue to complete your payment.

Check that the payment is correct and click Submit.

The screen will read "Thank you for your payment." Your enrollment is complete.

Note: If the payment process does not work, call the Collegium Office at 914-606-6748 to submit your payment. In all likelihood your registration has gone through, however, you will need to call the Office as soon as possible to confirm this. Payment will be accepted over the phone only in this circumstance.

The email box at the bottom of the payment screen is not active. E-mail receipts are not available from this screen.

Enjoy your classes!

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. Click Next.


Make a Payment

Confirm Payment

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

Payment amount: \$328.00
Payment method: Credit or Debit Card

Account Information
*Indicates required fields
*Card account number:

Credit or Debit Card - We accept the following credit and debit cards.


Payment amount: \$160.00
Payment method: Credit card

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)

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