

Important WVWC Online Account Information

Your student account has been created, providing you logon access to Colleague Self-Service for your administrative computing needs, such as student accounts, grades, course schedules, financial aid, etc., and to your West Virginia Wesleyan College e-mail at <http://email.wvwc.edu>.

Your default username and password is as follows:

Username = lastname.fm.beginingyear For example, John Doe Smith who begins at WVWC during the 2022-2023 academic year would have a default username of smith.jd.2022 and an e-mail address of smith.jd.2022@wvwc.edu.

Password = MMDDHomeCityIDIDID, where “MMDD” is your two-digit birth month and two-digit birth day; “HomeCity” is your home city with each word capitalized, no spaces or punctuation; and “IDIDID” is the last six digits of your WVWC ID number. For example: if you were born on February 14th, are from Port St. Lucie, FL, and have the ID number 123456, your password would be **0214PortStLucie123456**. If you are unsure of your ID number, it may be found in the top corner of your acceptance letter or financial aid award.

If you have any problems logging on, please contact our office by telephone at 304-473-8877. Our summer office hours are Monday – Thursday, 7:00 am – 4:30 pm. You may also e-mail, helpdesk@wvwc.edu.

To make an online payment, go to the Wesleyan homepage (www.wvwc.edu) and scroll to the bottom of the page, and click the link for **Colleague Self-Service**. Enter your username (lowercase) and password. In the **Student Finance** section, you review your account summary and click **Make a Payment** to apply a payment to your account. *

*For security purposes, please ensure that you click the **Sign Out** tab when you are done.

How to Change Your WVWC Password(s)

You actually have two WVWC accounts that have been created for you, an e-mail account and your WVWC network account. Your e-mail is hosted at Google, and the password only affects your e-mail logon. Your WVWC network account is maintained on-campus and is used to authenticate your logon for all other access, such as Wi-Fi access, network printing, Blackboard LMS, WebAdvisor etc. **Changing one password does not imply a change to the other.**

To Change Your WVWC Network Password: Begin at the homepage for our Computing Services Helpdesk (<http://helpdesk.wvwc.edu>), then under **Password Management** you will find the link by expanding the **How Can I Change My WVWC Network Password** drop down menu. If you log in with your credentials, you will be prompted for a new password on the next page.

Passwords must be at least 12 characters in length and contain 3 of the following 4 characters: Uppercase character, lower case character, number, and special characters such as punctuation.

If you wish to change your email password at the same time, check the box for that option.

To Change Your E-mail Password: Log into your e-mail at <http://email.wvwc.edu>. If you have not activated the account, please do so. In the upper-right corner of the page, click the **user icon**, and then click the **Manage your Google Account** link. Click the **Security** link in the left navigation pane. Then, in the **Signing in to Google** section, click the **Password** link. The rest should be familiar to you.