

## **How to access your WCCC Student Account**

### ***Logging into Your WCCC Student Account***

Your college account login information follows this format:

Username: first initial + last name + number

Example: John Smith → jsmith1

If someone with the same name already exists, your number may increase (e.g., jsmith2).

Email: [username@warren.edu](mailto:username@warren.edu)

Example: [jsmith1@warren.edu](mailto:jsmith1@warren.edu)

Password format: First letter of your first name capitalized, second letter lowercase, followed by your two-digit month and day of birth, two-digit year, the last four digits of your Social Security Number, and an exclamation point (!)

Example:

John Smith

DOB: 12/1/1990

SSN: 123-45-6789

→ Password: Jo12016789!

### ***Setting Up Microsoft 365 Access***

Once you have your credentials, Download the Microsoft Authenticator App on your mobile device (available in both Apple App Store and Google Play Store).

Go to [www.outlook.com](http://www.outlook.com) on a computer or browser.

Sign in using your college email (e.g., [jsmith1@warren.edu](mailto:jsmith1@warren.edu)) and password.

When prompted, follow the steps to set up Multi-Factor Authentication (MFA):

Open the Microsoft Authenticator app on your phone.

Tap the blue “+” icon or QR code button at the bottom right.

Scan the QR code displayed on your computer screen.

Enter the verification code shown on your phone into the Outlook page.

Once complete, you’ll be fully enrolled and can access your Outlook email and other Microsoft 365 apps (Word, Excel, PowerPoint, OneDrive, Teams, etc.).

Note: Future sign-ins will require verification through the Authenticator app.

### *Accessing EBSCO and Other Online Resources*

After your Microsoft 365 account is fully activated, use your WCCC email address and password when prompted to log into EBSCO or any other student resource.

If you continue to experience issues, please stop by the IT Office (Room E201) on the Washington Campus for further troubleshooting and assistance. We can also be reached by sending an email to [support@warren.edu](mailto:support@warren.edu).