

How to Activate your new WSCC Student User Account

- To activate your WSCC user account, click the **Get Started** link that was provided in your welcome email.
- At the *Sign in* screen, enter your WSCC username that was provided to you in your welcome email then click the [Next] button (Figure 1).

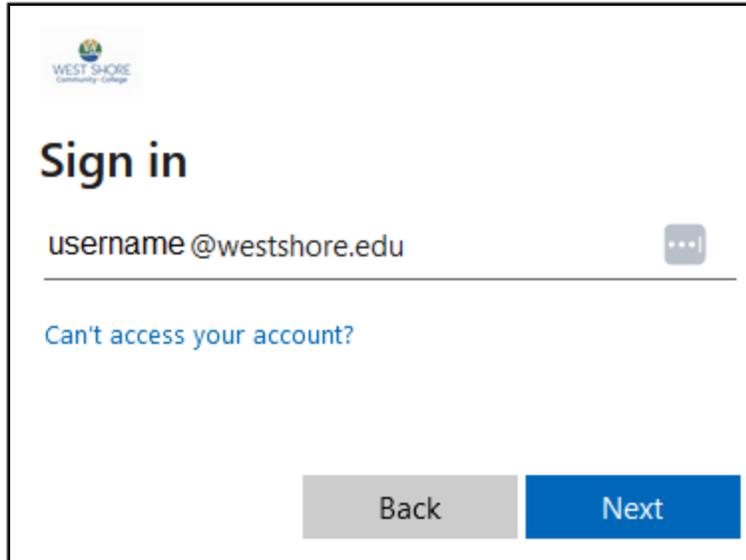
The screenshot shows the 'Sign in' screen for West Shore Community College. At the top left is the college's logo. Below it, the text 'Sign in' is displayed in a large, bold font. Underneath, there is a text input field containing the placeholder 'username@westshore.edu' and a small menu icon (three dots) to its right. Below the input field is a horizontal line, followed by the text 'Can't access your account?' in blue. At the bottom of the screen, there are two buttons: a grey 'Back' button and a blue 'Next' button.

Figure 1

- At the *Enter password* screen, enter your temporary WSCC password that was provided to you in your WSCC welcome email then click the [Sign in] button (Figure 2).

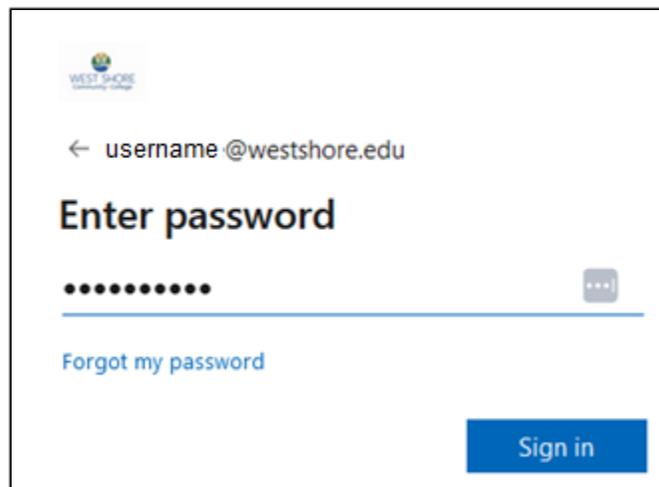
The screenshot shows the 'Enter password' screen for West Shore Community College. At the top left is the college's logo. Below it, there is a back arrow and the text 'username@westshore.edu'. The main heading is 'Enter password' in a large, bold font. Below this is a password input field with ten dots representing the password and a small menu icon (three dots) to its right. Below the input field is a horizontal line, followed by the text 'Forgot my password?' in blue. At the bottom right of the screen, there is a blue 'Sign in' button.

Figure 2

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- You will now be prompted to create a new password (Figure 3). This is the password that you will use to log into all WSCC systems. West Shore Community College does have certain criteria that your password must meet. That criterion is:
 - It must be at least 10 characters long (the longer the password is, the more secure it will be)
 - Passwords are case sensitive,
 - Passwords must be at least 10 characters long,
 - Passwords must include three of four types of characters:
 - English uppercase letter (A through Z)
 - English lowercase letter (a through z)
 - Number (0 through 9)
 - Special characters such as ! @ # \$ % ^ & * () [] { }
 - Cannot reuse any four previous passwords.
 - First, retype your temporary password on the *Current password* line.
 - Next, type your new password on the *New password* line (remember it must meet the criteria specified above).
 - Now, retype your new password on the *Confirm password* line (Figure 4).
 - Click the [Sign in] button.
 - Be certain to make note of your password.

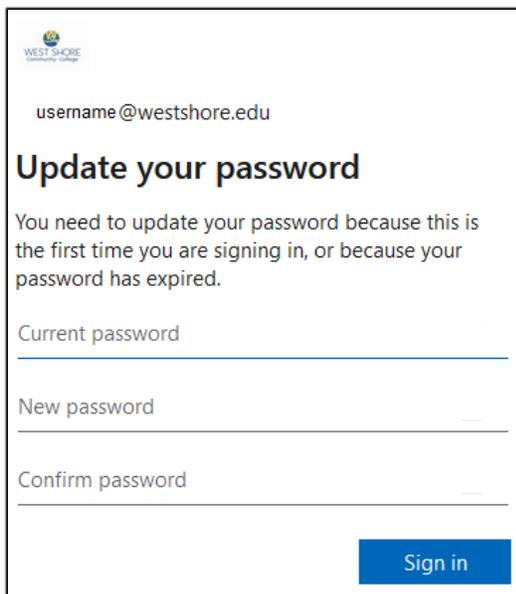


Figure 3

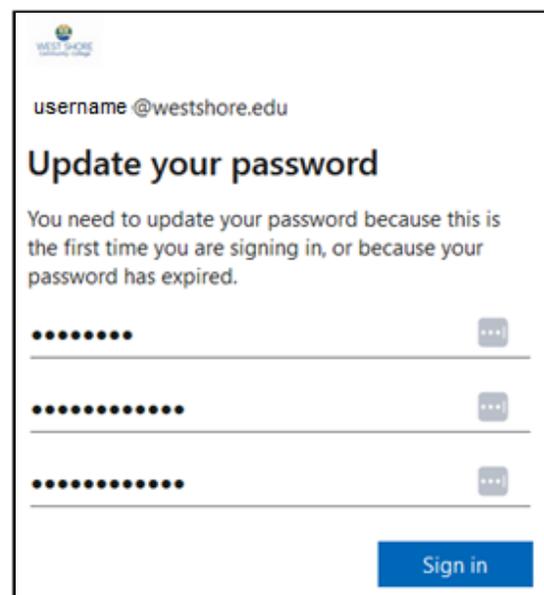


Figure 4

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- Next, you will be prompted that more information is required. WSCC has a system in place called **Password Recovery** that if you forget your password, you will be able to reset it without the assistance of WSCC Technical Support. These next steps outline how to set up password recovery.
- At the *More information required* screen, click the [Next] button (Figure 5).

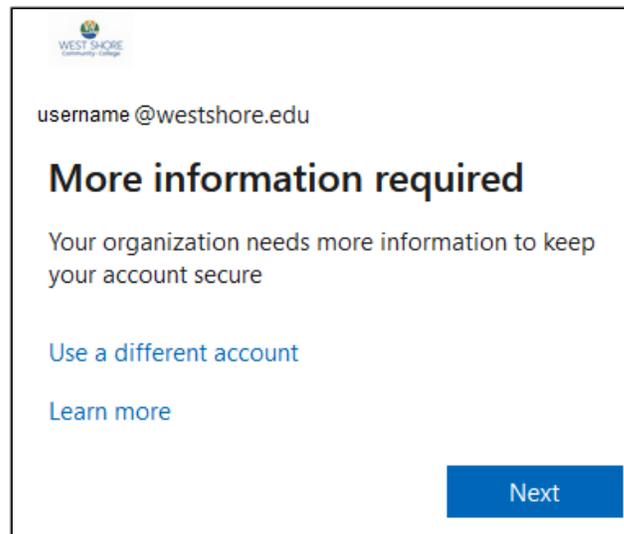


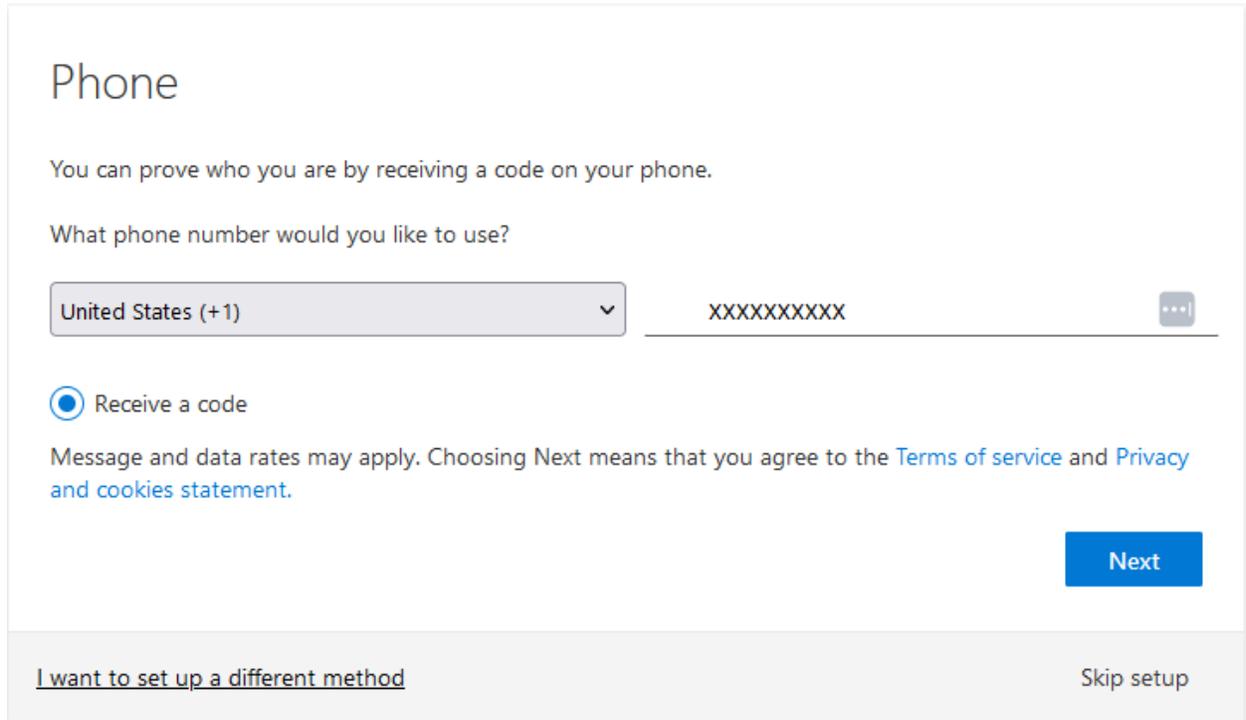
Figure 5

- You will have two options for resetting your password. You can choose to receive a text message or an email. Please make this choice carefully as once you set up this method you cannot change it.
- To receive a text message for password recovery, go to Page 4
- To receive an email for password recovery, go to Page 7

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To use a mobile phone and text message for password recovery

- Enter your mobile phone number in the space provided then click the [Next] button (Figure 6).



The screenshot shows a 'Phone' setup screen. At the top, it says 'Phone' and 'You can prove who you are by receiving a code on your phone.' Below this, it asks 'What phone number would you like to use?'. There is a dropdown menu for the country, currently set to 'United States (+1)', and a text input field containing 'XXXXXXXXXX'. To the right of the input field is a three-dot menu icon. Below the input field, there is a radio button selected for 'Receive a code'. Underneath, it states 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' At the bottom right, there is a blue 'Next' button. At the bottom left, there is a link that says 'I want to set up a different method'. At the bottom right, there is a 'Skip setup' link.

Figure 6

- Within 5 to 30 seconds of clicking [Next] you will receive a text message on your mobile device that contains a verification code (Figure 7).

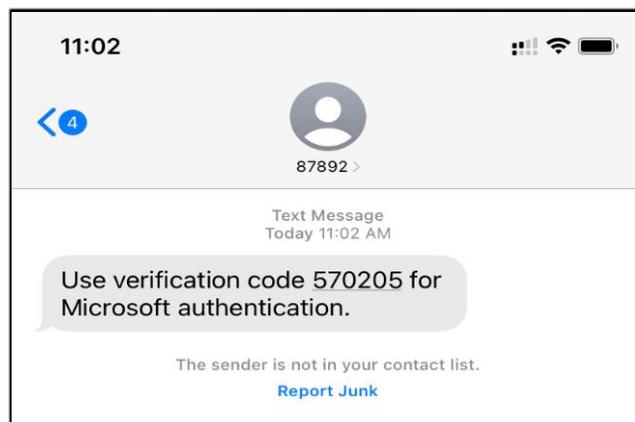
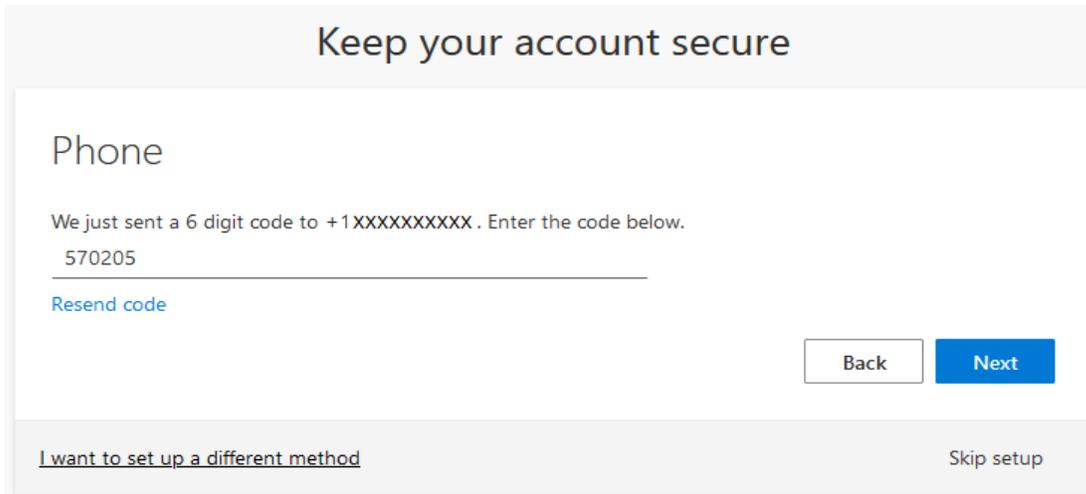


Figure 7

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- Return to your computer screen and enter the verification code into the *Enter code* field, then click the [Next] button (Figure 8).



Keep your account secure

Phone

We just sent a 6 digit code to +1XXXXXXXXXX . Enter the code below.

570205

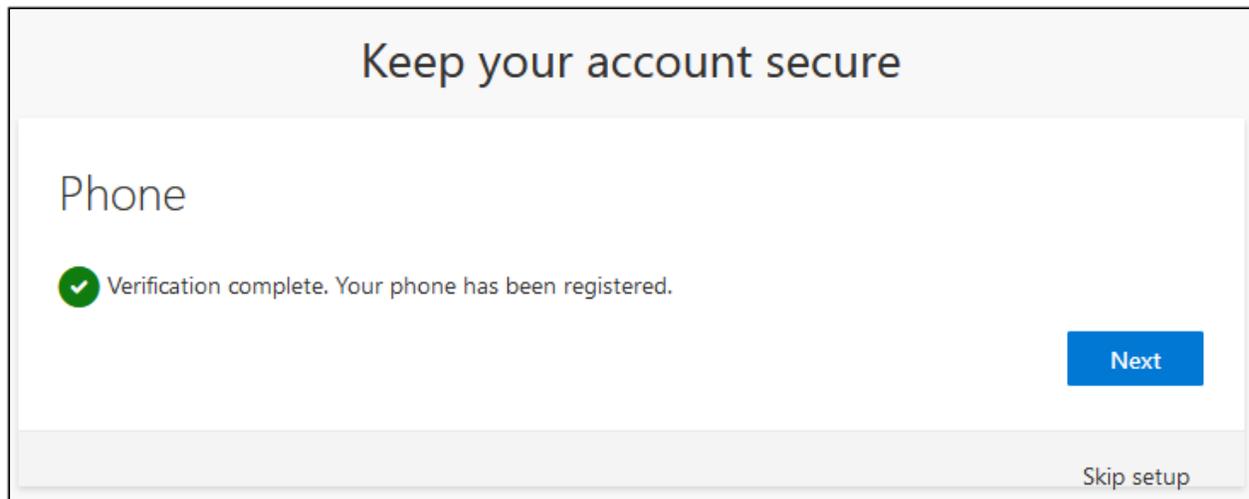
[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#) [Skip setup](#)

Figure 8

- You will see a message that your verification is complete. Click the [Next] button again (Figure 9).



Keep your account secure

Phone

✓ Verification complete. Your phone has been registered.

[Next](#)

[Skip setup](#)

Figure 9

How to Activate your new WSCC Student User Account

- At the *Keep your account secure* page, click [Done] (Figure 10). You will be taken to West Shore's Learning Management System, also known as Canvas.

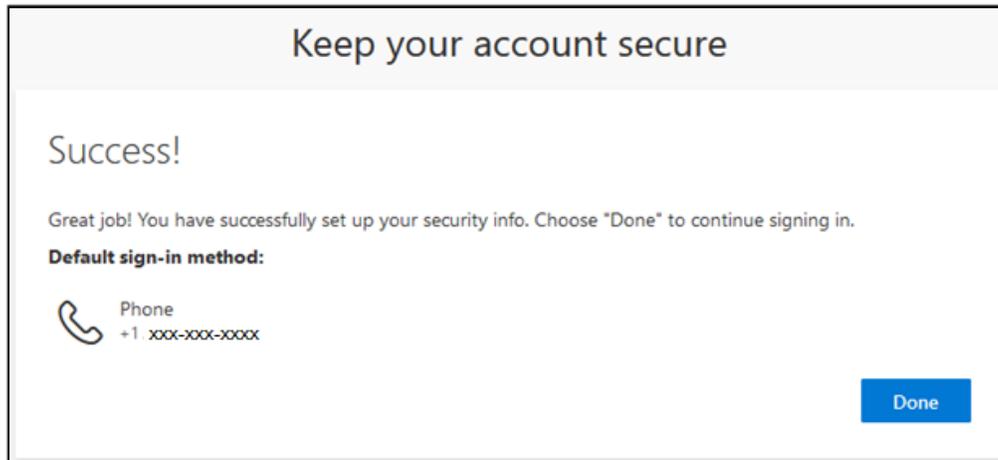


Figure 10

Congratulations! You have successfully configured your automatic password recovery using text messaging. If you ever forget your password, just click the **Forgot my password** link (Figure 11) when logging into either email or OneDrive. You will receive a recovery code by the method that you set up here.

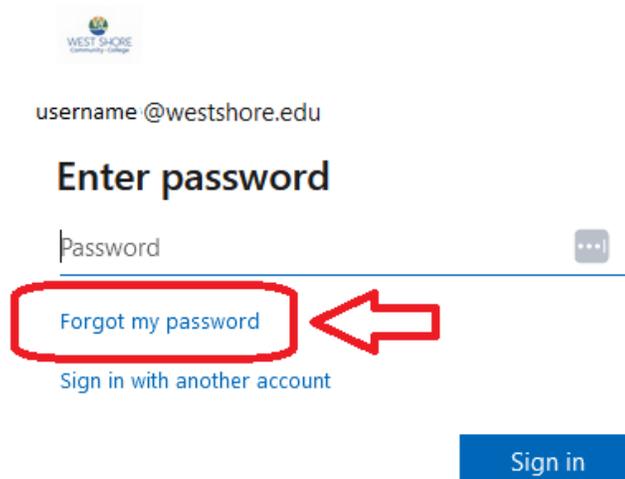
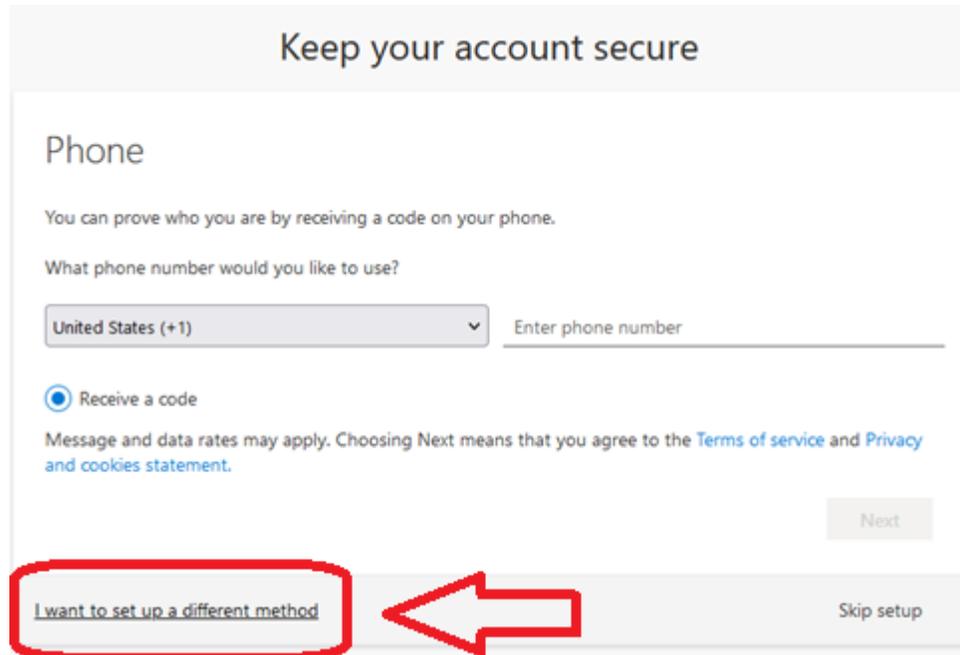


Figure 11

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To use a personal email for password recovery

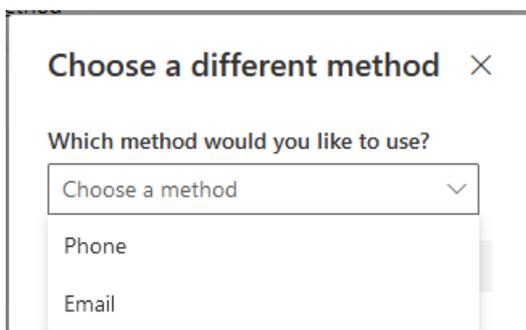
- On the *Keep your account secure* screen, click on “I want to set up a different method” link in the lower left corner (Figure 12).



The screenshot shows a web form titled "Keep your account secure" with a sub-section for "Phone". The text reads: "You can prove who you are by receiving a code on your phone." Below this is a question: "What phone number would you like to use?". There is a dropdown menu for "United States (+1)" and a text input field for "Enter phone number". A radio button is selected for "Receive a code". Below that, it says "Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement." At the bottom right is a "Next" button. At the bottom left, the link "I want to set up a different method" is highlighted with a red rounded rectangle, and a red arrow points to it from the right. At the bottom right is a "Skip setup" button.

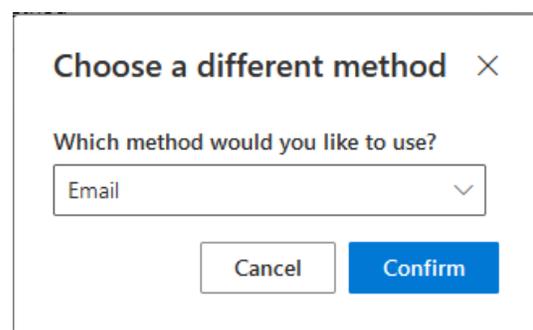
Figure 12

- Click on the *Choose a method* (Figure 13), select *Email*, then click the [Confirm] button (Figure 14).



The screenshot shows a dialog box titled "Choose a different method" with a close button (X). The question is "Which method would you like to use?". A dropdown menu is open, showing "Choose a method" at the top, and "Phone" and "Email" as options below it.

Figure 14

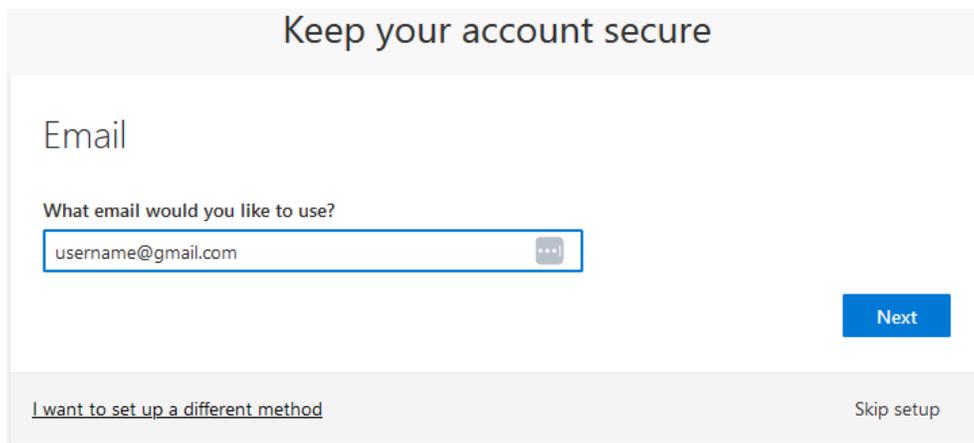


The screenshot shows the same dialog box as Figure 14, but now "Email" is selected in the dropdown menu. Below the dropdown are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted in blue.

Figure 13

How to Activate your new WSCC Student User Account

- Enter a personal email address (not a WSCC address) and click the [Next] button (Figure 15).



Keep your account secure

Email

What email would you like to use?

username@gmail.com

Next

[I want to set up a different method](#) Skip setup

Figure 15

- Log into your personal email and look for a message from West Shore Community College (Figure 16).

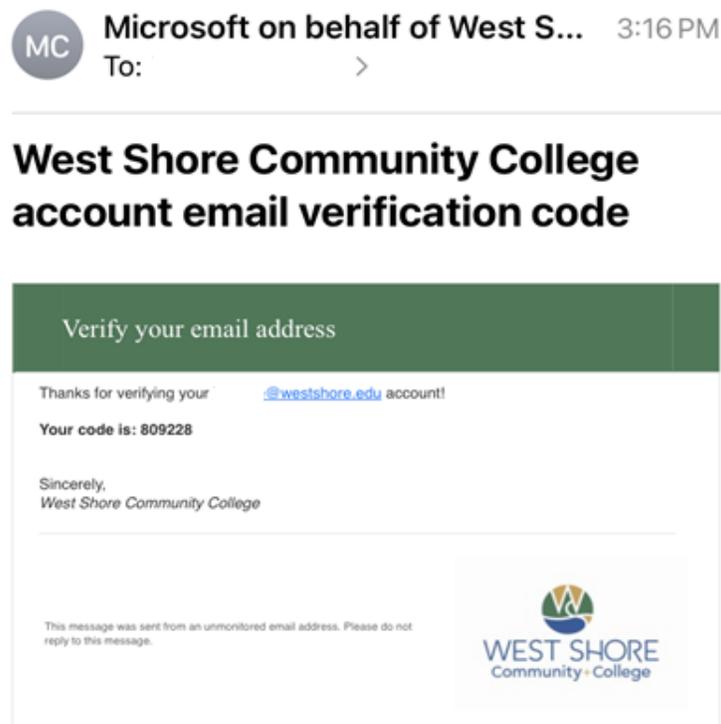
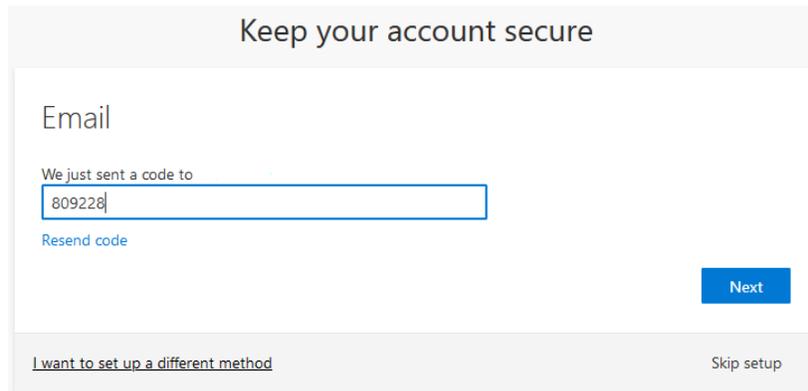


Figure 16

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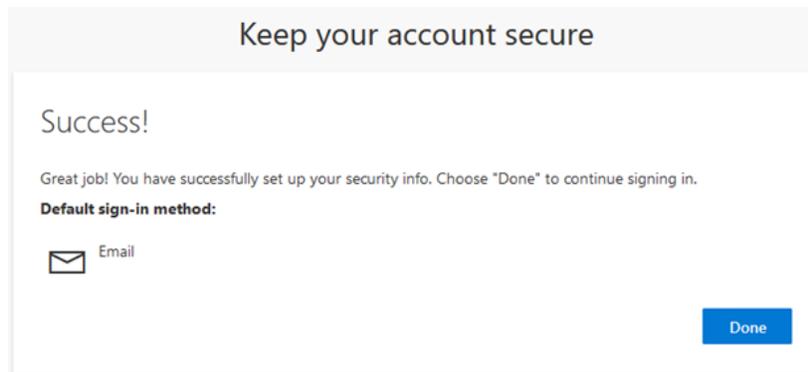
- Enter the code into the code field on the screen and click [Next] (Figure 17).



The screenshot shows a web interface titled "Keep your account secure". Below the title, the word "Email" is displayed. Underneath, it says "We just sent a code to" followed by a small icon of an envelope. A text input field contains the code "809228". Below the input field is a link that says "Resend code". On the right side of the form, there is a blue button labeled "Next". At the bottom left, there is a link that says "I want to set up a different method". At the bottom right, there is a link that says "Skip setup".

Figure 17

- Click [Done] (Figure 18). You will be taken to West Shore's Learning Management System, also known as Canvas.

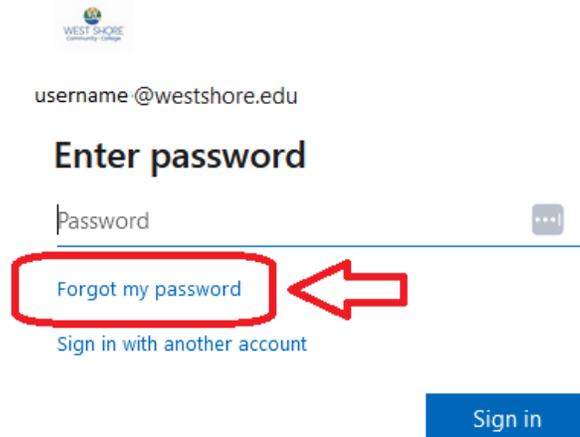


The screenshot shows a web interface titled "Keep your account secure". Below the title, the word "Success!" is displayed. Underneath, it says "Great job! You have successfully set up your security info. Choose "Done" to continue signing in." Below this message, there is a section titled "Default sign-in method:" followed by an envelope icon and the word "Email". On the right side of the form, there is a blue button labeled "Done".

Figure 18

How to Activate your new WSCC Student User Account

- Congratulations! You have successfully configured your automatic password recovery using text messaging. If you ever forget your password, just click the Forgot password link when logging into one of the many WSCC systems. You will receive a recovery code by the method that you set up here.



WEST SHORE
Community College

username @westshore.edu

Enter password

password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Figure 19