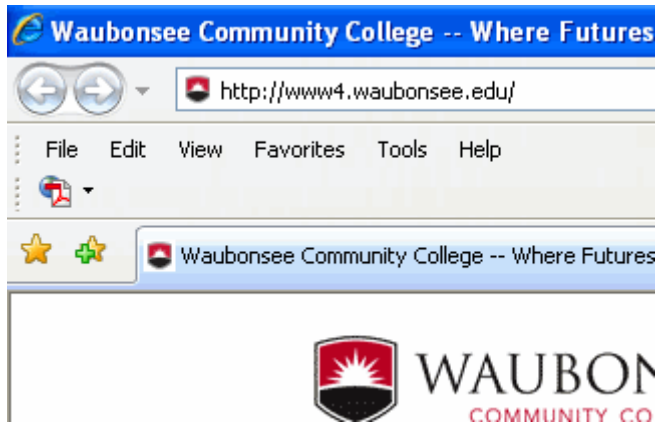


Guide to WCC Online Login and Password Reset Procedures



LOGIN STEP 1:

- 1) Click in the address bar of the internet browser and type in **www4.waubonsee.edu**
- 2) Click on the GO button or hit **ENTER**. This should take you to the login screen.

LOGIN STEP 2:

- 1) On this screen, you will need to provide your **Username** (X number) and **Password**.

Remember, your X number begins with a capital X followed by the 8 digits in the number. The default password is set to your birth date (MMDDYY format).

For example, if you were born on March 9, 1980 you would put 030980 for the password.

The following WCC systems currently have the same password: *online courses* (WebCT), *student email*, and *network access* (on campus computer access). If you have performed a password change in any of these areas, it will update the password for all other areas. Once you have your information entered, click on **Login** to continue.

NOTE: *If you have previously logged in and set up your challenge responses, go to step 4.*

LOGIN STEP 3:

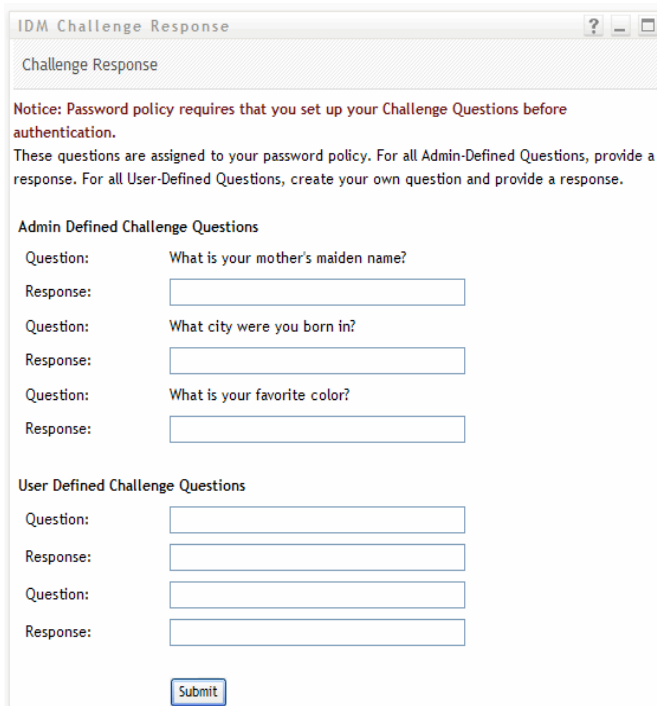
1) If you have not setup your challenge response questions yet, you will see this screen.

It is important that you complete this information accurately and completely. Note: Responses are case sensitive (ex. Cat is not the same as cat).

If you forget your password, three of these questions will be asked and must be answered correctly before your password can be reset.

The first three are system defined and you only need to provide the answer. The last two questions are created by you and you also provide the answer to those questions.

2) Click on the **Submit** button once you have completed them.

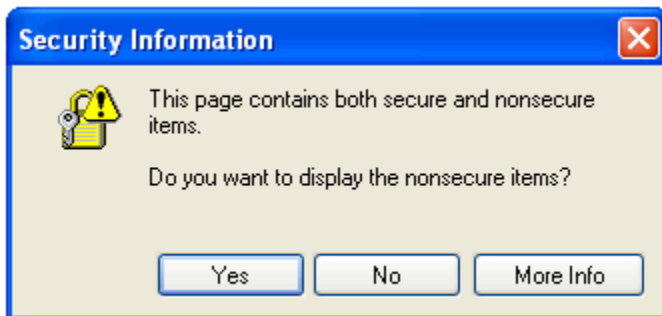


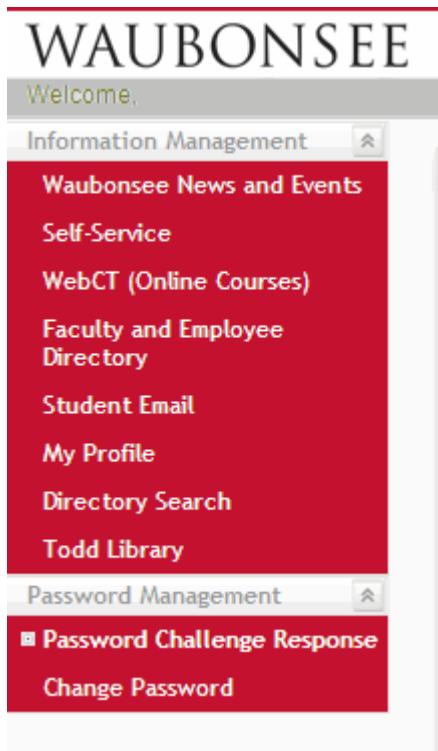
The screenshot shows a window titled "IDM Challenge Response" with a "Challenge Response" header. A notice states: "Notice: Password policy requires that you set up your Challenge Questions before authentication. These questions are assigned to your password policy. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own question and provide a response." Below this, there are two sections: "Admin Defined Challenge Questions" and "User Defined Challenge Questions". The Admin Defined section contains three rows, each with a "Question:" label and a text input field for the response. The questions are: "What is your mother's maiden name?", "What city were you born in?", and "What is your favorite color?". The User Defined section contains two rows, each with a "Question:" label and a text input field for the question, followed by a "Response:" label and a text input field for the answer. A "Submit" button is located at the bottom of the form.

LOGIN STEP 4:

1) At various points, you may be prompted about secure and non-secure items.

Click on **Yes** any time this appears to ensure you see all the important information.





LOGIN STEP 5:

1) If you logged in with the password still as your birth date, you will need to change your password before you are locked out of the system.

*NOTE 1: If you have already changed your password, go to **LOGIN STEP 8** to continue.*

2) At the bottom of the menu shown on the left side of the page, click on **Change Password**.

Changing your password now will keep you from getting locked out of the system and not being able to access WebCT.

LOGIN STEP 6:

Please enter a new password below:

Your password must have the following properties:

- Minimum number of characters in password: 8
- Maximum number of characters in password: 20

You may use numbers in your password.

The password is case-sensitive.

You may use special characters in your password.

You must use a unique password.

You may not use the following for your password.

- password
- education
- waubonsee

Old password:

New password:

Retype password:

Submit

1) The change password screen displays the rules that must be followed when creating a new password. As stated a password must be:

8 characters MINIMUM
20 characters MAXIMUM

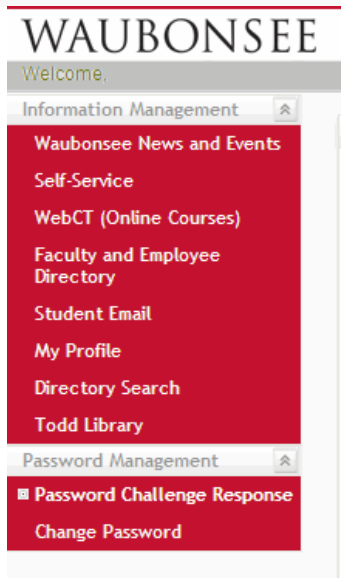
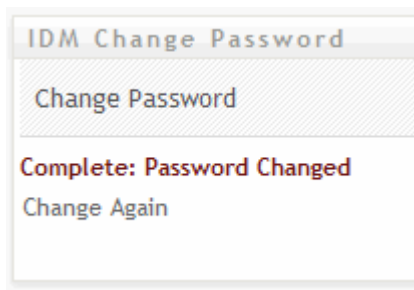
Passwords are case sensitive
(ex. Cat is not the same as cat)

Passwords must be unique (WCC network security remembers all old passwords and will not allow them to be reused.)

Certain common passwords have been restricted from use. These are **password**, **Waubonsee**, and **education**.

2) You will need to put the password you used to login into the **Old password** box.

3) Next, type in your new password in the remaining two boxes. Click **Submit** to have your new password entered into the network security system.



LOGIN STEP 7:

1) You will receive this message if your password change went through successfully.

LOGIN STEP 8:

- 1) With your challenge responses and your new password setup, you are ready to access your online course materials.
- 2) On the far left menu click on **WebCT (Online Courses)**, the third item listed. This will connect you to your online course materials within WebCT.

LOGIN STEP 9:

- 1) If you had changed your password recently, you may see this message,

You entered an incorrect username or password.

even though you entered all information correctly,

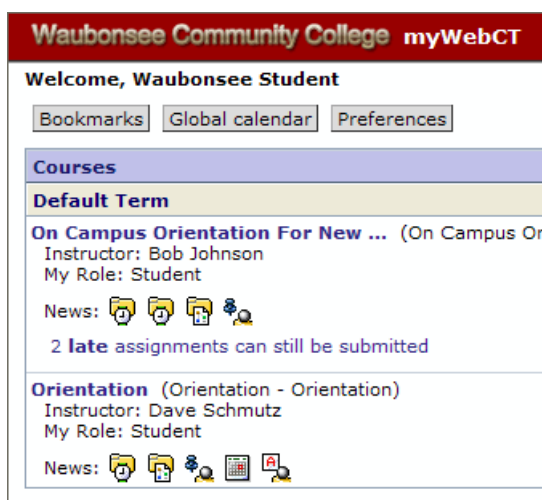
DON'T BE ALARMED BY THIS MESSAGE.

- 2) Type in your X number for the **WebCT ID**, and your new password for the **Password**, then click **Log in** to continue.



LOGIN STEP 10:

- 1) You should now be in *WebCT* and have access to your online course or telecourse test.
- 2) Clicking on the title (CRN Number) of the course will take you to your online course material.



Enjoy your WCC Online course!

Password Reset

FORGOT PASSWORD STEP 1:

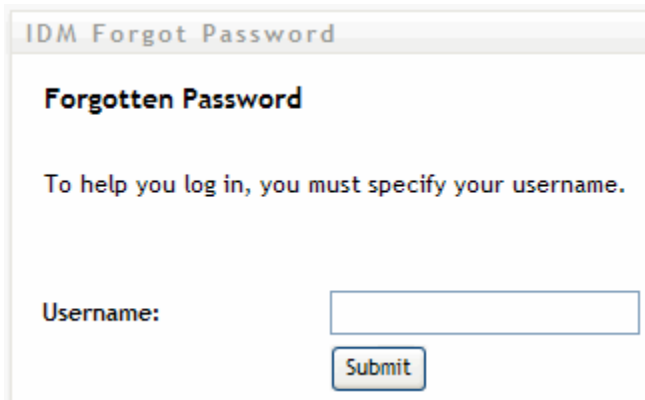
- 1) If you forgot your password, click in the address bar of the internet browser and type in **www4.waubonsee.edu**
- 2) Next, click the **GO** button or hit **ENTER**. This will take you to a login screen similar to the one on the left.
- 3) Click on the **Forgot Password?** to get your password reset.



The screenshot shows the top of the Waubonsee Community College website. At the top left is the college's logo, a shield with a sunburst. To the right of the logo, the text "WAUBONSEE" is written in a large, bold, serif font, with "COMMUNITY COLLEGE" in a smaller, sans-serif font below it. Below the logo and text is a red horizontal bar with the words "IDENTITY MANAGER" in white. Underneath the bar are two input fields: "Username:" and "Password:". Below the "Username:" field is a link that says "→ Forgot Password?". At the bottom right of the page is a red button that says "...Login".

FORGOT PASSWORD STEP 2:

- 1) You will be asked for your **Username**. You will need to provide your X number starting with a capital X followed by eight digits.
- 2) Next, click **Submit**.



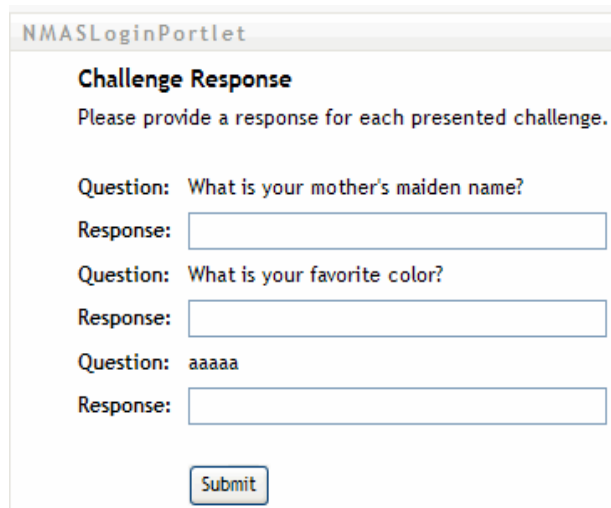
The screenshot shows a web page titled "IDM Forgot Password". Below the title is a section header "Forgotten Password". Underneath is a paragraph: "To help you log in, you must specify your username." Below this is a label "Username:" followed by a text input field. Below the input field is a button labeled "Submit".

FORGOT PASSWORD STEP 3:

- 1) The system will now display three random challenge questions for you to answer.

You will need to answer all three questions correctly to continue with the automatic reset.

This means you will need to type the answer **exactly** the way you entered it. Using upper and lowercase letters, if necessary.



The screenshot shows a web page titled "NMASLoginPortlet". Below the title is a section header "Challenge Response". Underneath is a paragraph: "Please provide a response for each presented challenge." Below this are three challenge questions, each with a "Question:" label and a "Response:" label followed by a text input field. The first question is "What is your mother's maiden name?". The second question is "What is your favorite color?". The third question is "aaaaa". At the bottom of the page is a button labeled "Submit".

IDM Forgot Password

Forgotten Password

Complete:

You can now change your password. Type in your new password twice and make sure the password conforms to the displayed rules.

Please enter a new password below:

Your password must have the following properties:

- Minimum number of characters in password: 8
- Maximum number of characters in password: 20

You may use numbers in your password.

The password is case-sensitive.

You may use special characters in your password.

You must use a unique password.

You may not use the following for your password.

- password
- education
- waubonsee

New password:

Retype password:

IDM Forgot Password

Forgotten Password

Complete: Password change succeeded.

FORGOT PASSWORD STEP 4:

1) The *Forgotten Password* screen displays the rules that must be followed when creating a new password.

As stated previously, a password must be:

8 characters MINIMUM
20 characters MAXIMUM

Passwords are case sensitive.
(ex. *Cat* is not the as *cat*)

Passwords must be unique (WCC security remembers all old passwords and will not allow them to be reused.)

The following common passwords cannot be used: *password, education, Waubonsee.*

2) Type your new password twice in the boxes provided.

3) Click *Submit* to have your new password entered into the system.

FORGOT PASSWORD STEP 5:

You will see a message similar to this, if you completed the process successfully.

Enjoy your WCC Online course!