

# Faculty/Staff Network Login Quick Guide (Off Campus)

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## First Time Login

Use this guide if you are logging in off campus. You will need to login through mywcc.

The first time you login you will be prompted to change your default password.

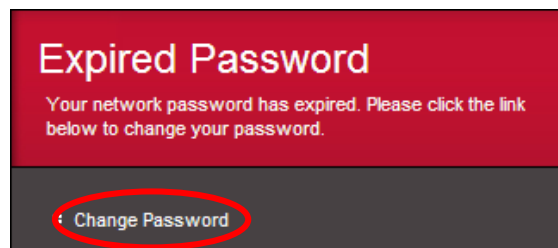
1. Go to <http://mywcc.waubonsee.edu>.
2. At the Login Screen, enter your **Username** and **Password**.

**Username:** Your username is your **X Number**. If you don't know your X number, you can contact TAC at (630) 466-4357.

**Password:** Your initial password will be your birthday in **MMDDYY** format.



3. Click **Login**
4. You will be notified that your password has expired. Click **Change Password**.



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6. Enter a password in the **New Password** field. Then retype the new password in the **Confirm Password** field. Follow the instructions on the screen to create a secure password.
7. Click **Change Password**.  
**NOTE:** *Your password will be good for 90 days*

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 25 characters long.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include any of the following values: computer god test 123 X00 education oracle password wcc database network microsoft chiefs account temp login welcome novell user waubonsee banner
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- New password may not have been used previously.

» [Auto-generate a new password](#)

Please type your new password

**New Password**

**Confirm Password**