

## Important WVWC Online Account Information

Your student account has been created, providing you logon access to WebAdvisor, 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 2017-2018 academic year would have a default username of smith.jd.2017 and an e-mail address of smith.jd.2017@wvwc.edu.

**Password = MMDDSSSS**, where “MMDD” is your two-digit birth month and to-digit birth day, and “SSSS” is the last four digits of your SSN. International students should substitute the year, **2017**, in place of “SSSS”. For example, if your birthdate is 7/4/1998 and your SSN is 123-45-6789, then your password would be 07046789.

If you have any problems logging on, please contact our office by telephone at 304-473-8877. Our summer office hours are Monday – Thursday, 8:00 am – 8:30 pm and Friday 8:00 am – 12:00 pm. You may also e-mail, [helpdesk@wvwc.edu](mailto:helpdesk@wvwc.edu). (From 7/1/2017 – 8/11/2017, our office will close at 5:00 pm on Mon. – Thurs.)

To make an online payment, go to the Wesleyan homepage ([www.wvwc.edu](http://www.wvwc.edu)) and select **Current Students** from the upper menu, then click the **WebAdvisor tile**. Click the **Log In** tab in WebAdvisor, then enter your username and password. In the **Students** section, under **Financial Information**, you will find the link for **View/Pay My Bill**.\*

\*For security purposes, please ensure that you click the **Log 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 the portal, Wi-Fi access, network printing, Blackboard LMS, 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 click the **WVWC Network Password Reset** link from our Quick Links section. This will open a new page/tab in your browser.

### **Fields Required for WVWC Network Password Reset**

**Domain = wvwc.edu** (Domain refers to that which comes after the ‘@’ symbol in your e-mail address.)

**Account = Your WVWC username** (generally, lastname.fm.beginingyear)

**Old password = Current Password** (If it is unchanged from creation, it will be the MMDDSSSS default.)

**New Password & Confirm Password** must be at least 8 characters long and something not used in the past.

**Make sure to click the OK button when all fields are ready.** (The Reset button simply resets the form by clearing the fields.)

**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 **My Account** link. Click the **Signing in to Google** link at the top of the page, and then click the **Password** link. The rest should be familiar to you.