

GETTING CONNECTED @ WCC

1. CLAIM YOUR NEW STUDENT ACCOUNT

If this is the first time you are logging into your new WCC (YCCD) Student Portal, you will first need to claim your account. You will find the information needed in an email sent to you after you applied from yccdpostmaster@goyccd.onmicrosoft.com. The email will look like the image below:



Dear %FirstName%,

Welcome to the Yuba Community College District! We are thrilled to have you join us and can't wait to see all the amazing things you'll achieve here. To help you get started on the right foot, please find your account information below.

This message contains information for claiming your account name, email address, and instructions for creating your initial password.

If you have any questions or need assistance, see the resources linked at the bottom of this message or contact the User Support Services Help Desk at (530) 741-6981 or helpdesk@yccd.edu. We're here to help!

Thank you in advance for claiming your account and, again, welcome to Yuba Community College District! We're excited to have you with us.

Your Information:

Name: %FullName%

Username: %Username%

Student ID Number: %StudentID%

YCCD Email Address: %EmailAddress%

Claim Code: %ClaimCode%

Please keep this information private to prevent unauthorized access to your Yuba Community College District account.

[Start your Account Claim process HERE](#)

Resources and Links:

[How to Claim My Account](#)

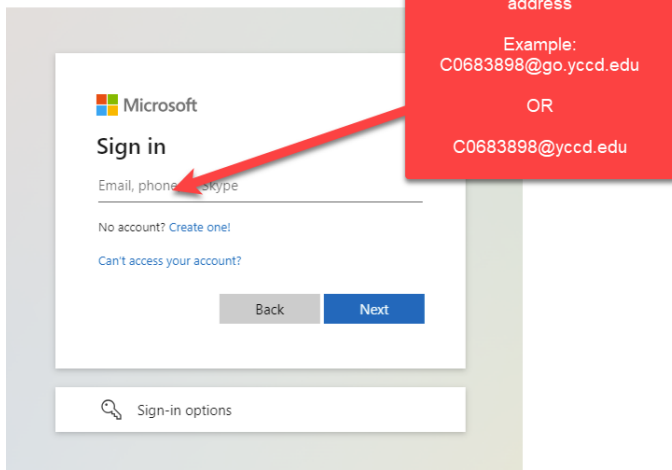
[Setting up Account Multi-Factor Authentication](#)

[Logging into YCCD Online Systems](#)

For Additional Assistance and Support:

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2. LOG IN TO YOUR NEW STUDENT ACCOUNT: myapps.microsoft.com



- The **username** for the YCCD portal will be your new WCC student email:
○ **WCC student ID + @go.yccd.edu**

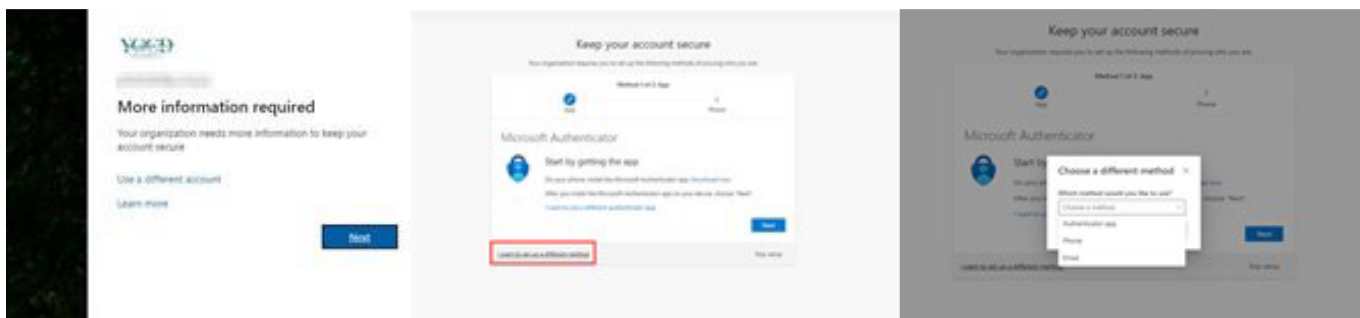
- Your **password** will be the new one you created when you claimed your account. If you forgot it, use the "forgot password" link and follow the steps

If you are unable to log in or reset your password, please call the Helpdesk at (530) 741-6981

3. SET UP MULTIFACTOR AUTHENTICATION

After you successfully log in for the first time, you will be asked to set up security features, known as multifactor authentication. When asked about more information required, click **Next** to begin. In the next screen it will ask you to download a Microsoft app, however we recommend that you **do not download the Microsoft Authenticator app**.

- Instead, select the option **I want to set up a different method**, select **Phone or email**. Follow the remaining steps to verify your phone number or email. Once completed, you should be able to see your new student portal homepage.



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YCCD PORTAL COMMONLY USED APPS



OUTLOOK & OFFICE 365: As a new student at WCC, you will have a new student email created. The system may ask you to log in to your student email using your WCC email address. The format for your email address will be your **WCC student ID + @go.yccd.edu** and your password will be the same as the one you used to log into your YCCD portal. You will get access to all the basic apps within Office 365. This includes online versions of Microsoft Word, PowerPoint, Excel, OneDrive, etc. You will also have access to download the Office software to your computer. The college will communicate with you via this email, so make sure to check it regularly. **If you schedule a virtual counseling appointment, you will also receive the link to join your appointment here.**



CANVAS: Canvas is used by instructors to upload course content to a virtual classroom where they can share it with students. For example, when using Canvas, students may be asked to read articles, watch videos, submit assignments, take quizzes, participate in discussions, and complete group projects. Some instructors use this tool to enhance their face-to-face courses, while others use it support their hybrid and fully online instruction. We recommend downloading the canvas app for your phone.



WCC SELF-SERVICE: In this interface, you will be able to perform important functions such as **registering or dropping classes, paying any pending fees, ordering a parking permit,** purchase textbooks, accessing your academic records, reviewing your financial aid award, and more. We will be reviewing how to register for classes via Self-Service at the Jumpstart Orientation in May.