WAUKESHA COUNTY TECHNICAL COLLEGE

IT Service Desk – B-110A

800 Main Street, Pewaukee, WI 53072
262.691.5555 (Phone) servicedesk@wctc.edu (email)
www.wctc.edu/technology

myWCTCmail Login Instructions

1. Go to the WCTC Home Page at www.wctc.edu.

2. Locate myWCTC login link at the top right of the page.

3. Log in with your username and password. For example, John Doe's username is jdoe. If you are having troubles with your username or password, please click on the link **Find my username** or **Forgot my password** to reset your password and retrieve your username.

4. Within the **Student Apps** card select the **myWCTCmail** link
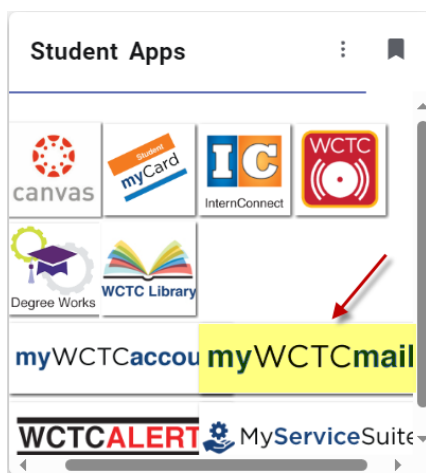
5. Sign in using your new WCTC student email address **(username@my.wctc.edu)**. This is your new email address and the only one that will work to receive your WCTC student email.

6. Your password will be the same as your myWCTC portal login. (If you wish to change your password you may do so by resetting it yourself on the myWCTC portal page by using the **Manage my Password** link located within the Resource section of Main menu drop-down)
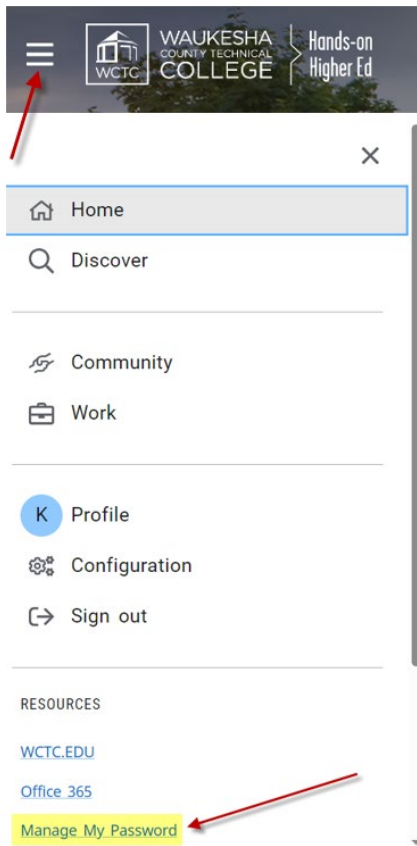
7. If this is your first time signing in, you will be prompted to set up (required) multi-factor authentication. Review the MFA Setup Guide located within the Student Technology Information Card or contact the IT Service Desk.
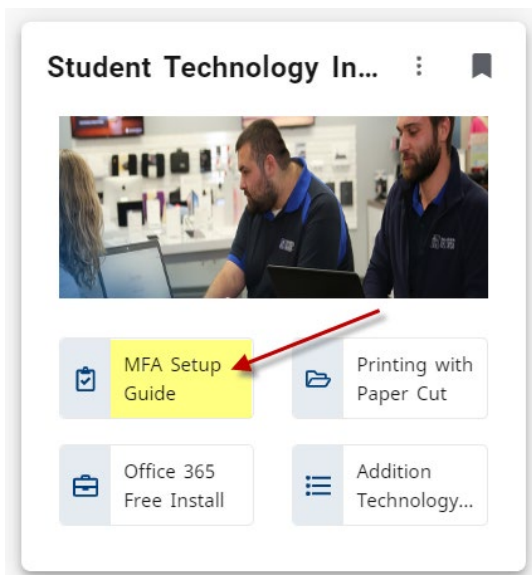
Service Desk
If you need further assistance, please contact the IT Service Desk at 262.691.5555.