



# Canvas Quick Start Guide



All WCCS students have been assigned a new student identification number. The number was emailed directly to each student at the email address on file with WCCS. Your new student number begins with the letter “A” and is referred to as the student “A number.” (For returning students, this number will replace the former “W number.”)

## Access Your WCCS Email:

- [www.wccs.edu](http://www.wccs.edu)
- Click Student Email (located at the bottom of the page)
- Enter your **NEW** WCCS email address which consists of:  
your last name, your student number (**A Number**)@student.wccs.edu  
(Example – Jane Doe’s student number is A12345678.  
Jane’s email address is doe12345678@student.wccs.edu)
- **Password:** Wallace + the last four digits of your Social Security Number  
(Example: Wallace1234)

## Follow the steps below to login to Canvas:

- [www.wccs.edu](http://www.wccs.edu)
- Click on the E-Learning Tab
- Click on Canvas Login
- Enter your WCCS email address which consists of:  
your last name, your student number (**A Number**)@student.wccs.edu  
(Example – Jane Doe whose student number is A12345678.  
Jane’s email address would be doe12345678@student.wccs.edu)
- **Password** – Wallace + the last four digits of your Social Security Number (Example: Wallace1234)



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**NOTE: If you have activated your email address, DO NOT use your new email password to login to Canvas. Your Canvas password is Wallace + last four digits of your SSN.**

## Mandatory Activity for E-Learning Courses:

Upon login on the first day of class, students are required to read the course syllabus and complete the Syllabus Quiz located in the “Getting Started” Module. If you do not complete this activity by day three of the course start date, you will be submitted as a “NO SHOW” and dropped from the class.