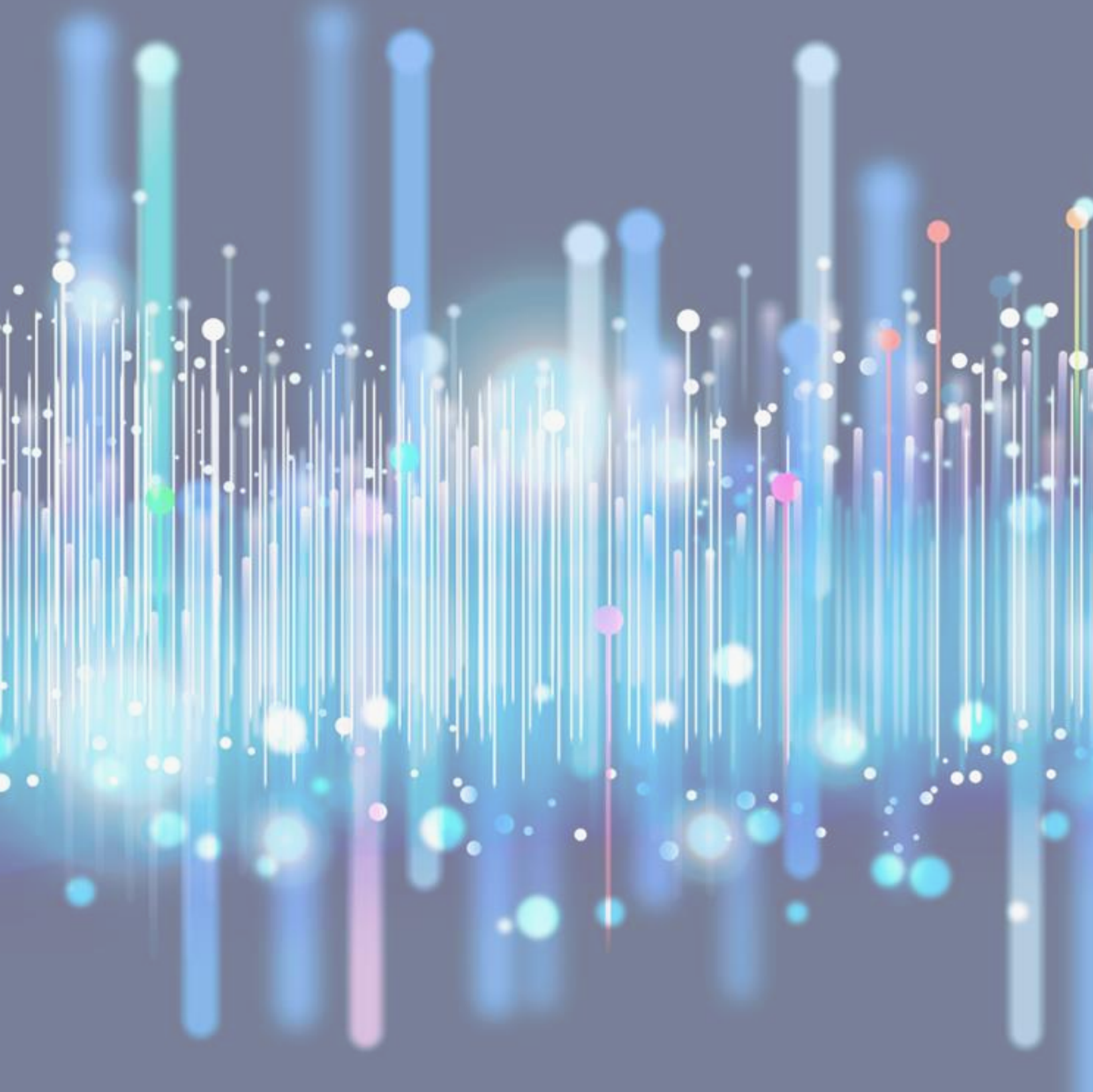


WCCC Student Guide to Technology

2026-2027

A student guide and tips to college technology and other digital resources.

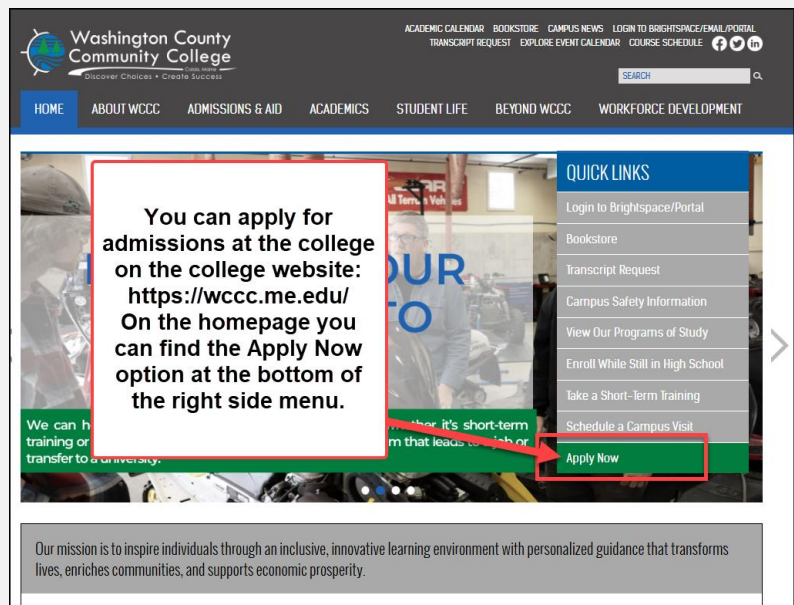


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Application for Admissions

You can apply for admission to Washington County Community College by visiting our website at <https://wccc.me.edu/> and selecting the Apply Now option found at the bottom of the right side menu.

On the Apply to WCCC page select the **Apply Now** button to begin your application.



Applicant Dashboard

In order to apply as a degree or certificate seeking student in a program of study, you must create an applicant dashboard account using a personal email address. This will allow you to receive correspondence with the college during the application process and to see what requirements/documents need to be received before you can be registered in courses. Students will typically be accepted and ready to move to the next step within two business days. Once you have met with the New Student Success Specialist and completed all requirements for enrollment that are listed in your applicant dashboard, you will be registered in courses and at that time will gain access to your Student Portal. Your personal email is only used during the initial application process, and it is used to send you your login instructions for a college email once you are accepted.

Searching for Classes

You can search for classes by going to the college website and clicking on the **Course Schedule** link in the upper right corner of the page. This will take you to information about Course Registration and to the Course Search option. You can use this feature to research the courses offered during the semester and read a description of each course along with the start and end dates of the course and its meeting times or if it is hybrid or an online course.

Washington County Community College
Discover Choices • Create Success

ACADEMIC CALENDAR BOOKSTORE CAMPUS NEWS LOGIN TO BRIGHTSPRING/EMAIL PORTAL
TRANSCRIPT REQUEST EXPLORE EVENT CALENDAR **COURSE SCHEDULE**

HOME ABOUT WCCC ADMISSIONS & AID ACADEMICS STUDENT LIFE BEYOND WCCC WORKFORCE DEVELOPMENT

Home > Academics > Programs & Services > **WCCC Course Search**
Course Registration

WCCC offers courses for students who are interested in exploring college, high school students, and members of the community. Many courses do not require previous experience. If you're interested in taking a course, you can still take a course. WCCC's tuition and fees are among the lowest in New England. If you're interested in taking a course, please contact the Registrar's Office at (207) 454-1013 or Donna Geel at dgeel@maineccc.edu, if you need assistance.

Please contact the Registrar's Office at (207) 454-1013 or Donna Geel at dgeel@maineccc.edu, if you need assistance.

- ▶ NON-DEGREE STUDENTS-NOT ENROLLED AT WCCC
- ▶ SHORT TERM WORKFORCE COURSES
- ▶ HIGH SCHOOL STUDENTS
- ▶ WCCC CURRENT DEGREE-SEEKING STUDENTS
- ▶ WCCC NEW DEGREE SEEKING STUDENTS

You can search for courses below. You are able to change the semester.

Change semester: **Fall 2026**

Show 10 entries

Search:

Course Number	Section	Course Name	Start/End Date	Schedule
CMJ122WC	01	Criminal Law and Report Writing I	2026-01-12 - 2026-03-13	Tuesday, Thursday: 01:00:00 PM - 03:50:00 PM in Criminal Justice & ConLaw Classroom (Riverview Hall)
CMJ201WC	01 OL	Civil Liberties	2026-01-12 - 2026-03-13	
CMJ210WC	01 OL	The Juvenile Justice System	2026-03-16 - 2026-05-14	

Email to Claim Your Student Account Once Registered

Once you are registered in courses, you will receive an email from the Information Technology (IT) department to your personal email address that you used when applying to the college or completing your course registration form. This email will provide details on activating your college email. An example is shown below.

Hello John Smith

Below you'll find your initial username and password for maineccc.edu. Beginning this semester, we'll begin using this account for the new Anthology Student Portal and related systems. Stay tuned for additional communications that guide you as we roll out technology changes that enhance your experience at Maine's Community Colleges. Your new account is john.smith@maineccc.edu

Your Temporary Password is xxxxxxxxxxxxx

Action Required: Use the above maineccc.edu email and temporary password to log into the account via your browser <https://myaccount.microsoft.com/>. It is recommended you clear your browser cache or use an in-private/incognito browser windows to complete this activity.

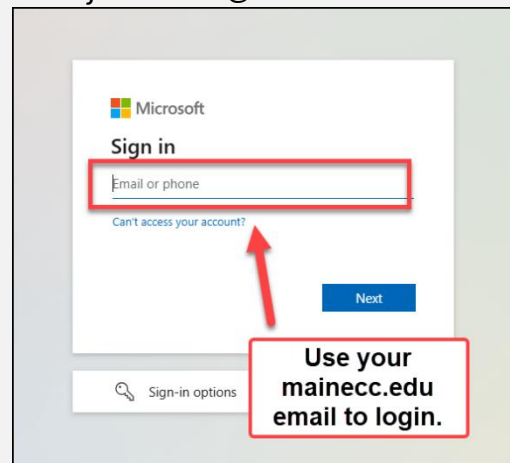
As part of this process, you must set up account recovery mechanisms like security questions & answers, a secondary email (usually a personal email), or an authentication phone (SMS or voice call). If you forget your password, these mechanisms will allow you to recover your account. Review these instructions If you run into any issues claiming your maineccc.edu account or setting account recovery mechanisms, please email a support request to ithelp@maineccc.edu and we'll be happy to help ensure you can log in to your account.

If you have any questions or concerns, please let us know.

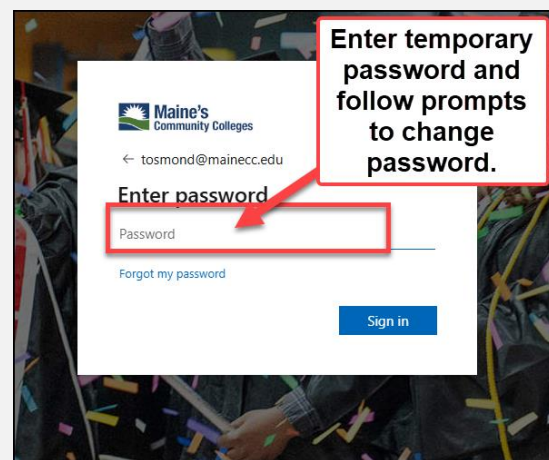
Best regards,

Information Technology Services Maine's Community Colleges

Need Technical Support? Please call (207)-331-9666 talk with a support technician. You may also submit a help request by sending an email to:



your web



to

ithelp@mainecc.edu. Please include your name, college, student ID number (if possible), and relevant details/screenshots.

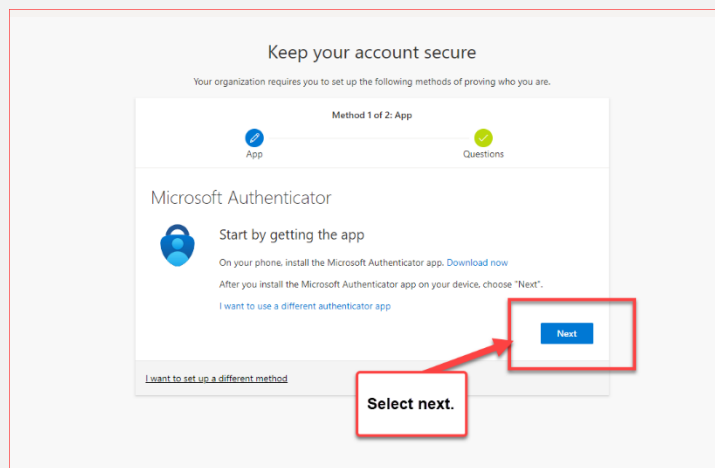
**** Make sure you remember your new password****

You will use this email and password to log into all your WCCC technology including email, Brightspace, Anthology, RAVE, and the Info Hub.

First time login: Setting up Multi-Factor Authenticator

Next you will be asked to keep your account secure by setting up Microsoft Authenticator. Please refer to [Microsoft Authenticator App](#) for the most up-to-date and Operating System specific guidance.

You can also set up a different method to keep the account secure. Select the **I want to set up a different method** link at the bottom left of the screen and follow the instructions provided.



**Maine's
Community Colleges**

Protect Your Student Account

Set Up Multi-Factor Authentication

MFA adds a second layer of security to your account. Even if your password is compromised, your account stays protected. Setup takes less than 5 minutes.

1 
Visit the URL or scan the QR code
Open your browser and go to the link

2 
Sign in with your student credentials
Use your college email and password

3 
Setup verification methods
Authenticator app, SMS, and phone call



**Student MFA –
Get setup today!**



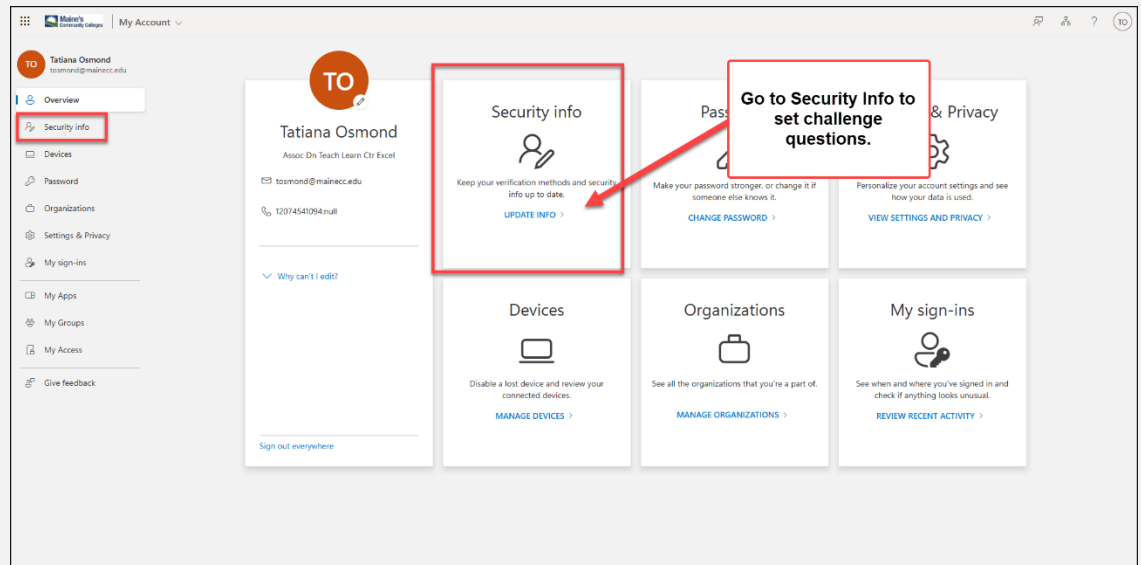
 <https://aka.ms/mfasetup>

 **Need Help?** Contact the Helpdesk at 207-331-9666 or ithelp@mainecc.edu

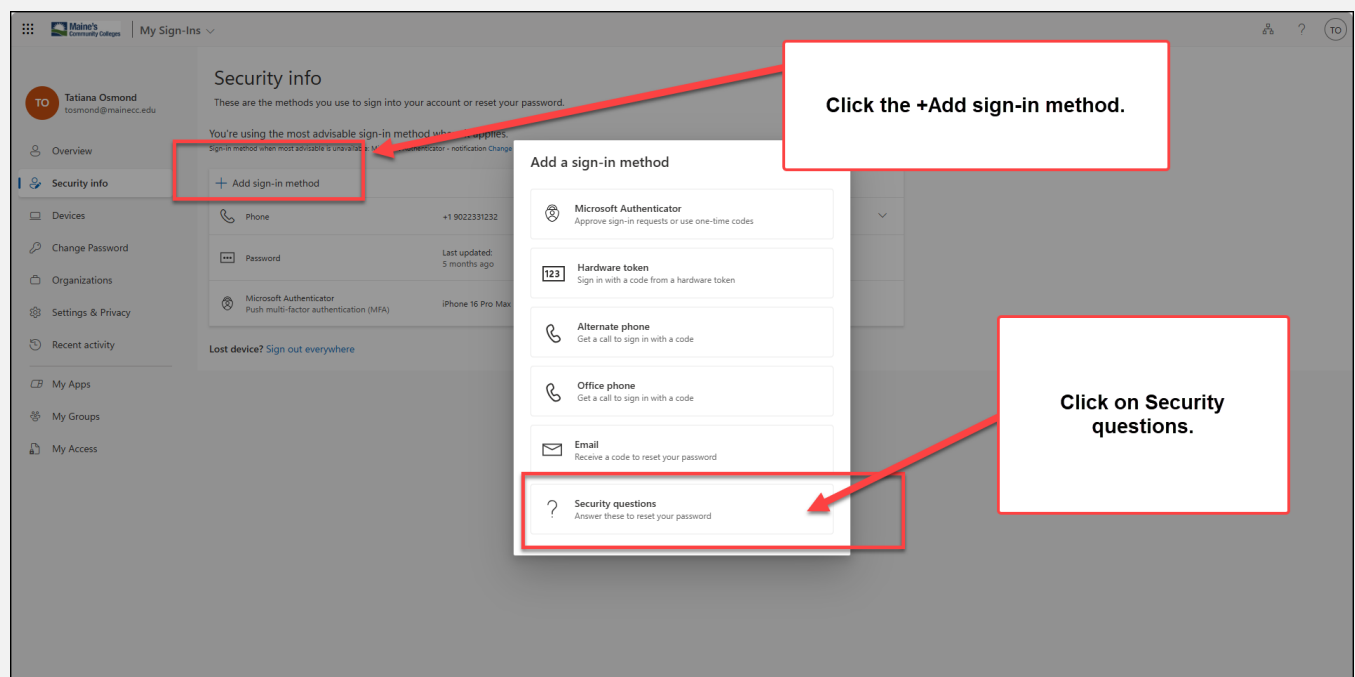
Setting your Security Information on your Email

Once you set up your password you can also add security questions to your profile. This is very helpful if you end up forgetting your password. Setting up the security questions ensures that you can retrieve your password without having to go through IT for help.

To set up your security questions to the Security Info page on your Office 365 settings Dashboard.



From there click on the + Add sign-in Method link. When the pop-up window appears. Choose five of the prepopulated questions to answer. Once the five questions are selected and answered they will be saved.



Logging into Brightspace/Email/Portal

The best way to access your WCCC technology is to start on the college website. On the [homepage](#) in the upper right corner is a link to **Login to Brightspace/Email/Portal**. Click this link.

From there you can navigate to:

MyWCCC Info Hub where you can find college documents.

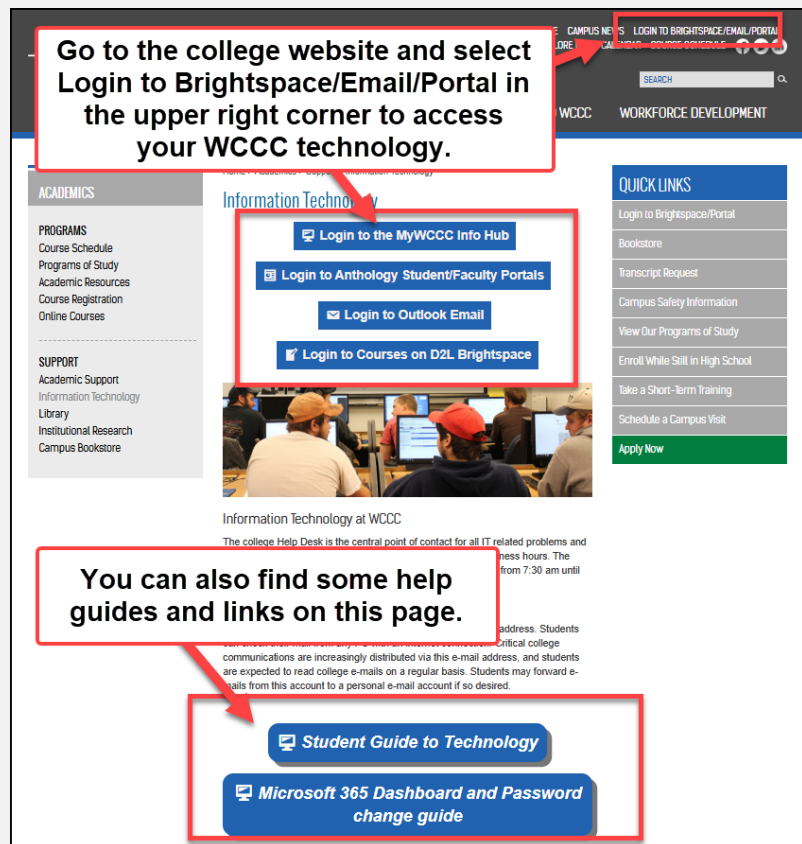
Anthology Student Portal where you can find your course schedule, grades, advising information, and more.

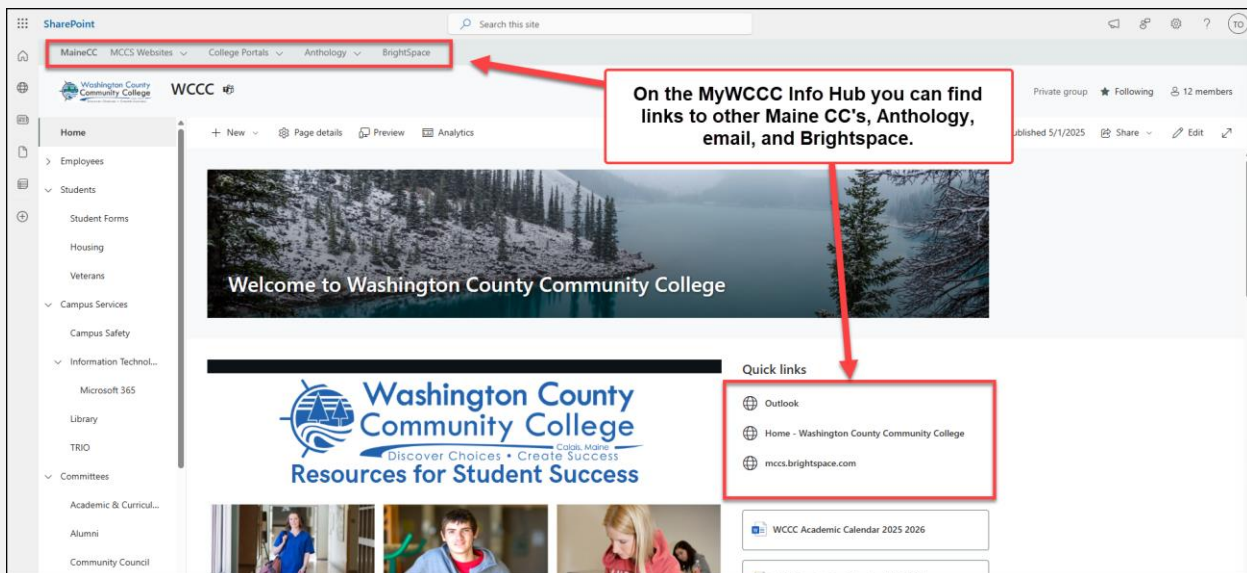
Outlook Email, a quick link to launch the Office 365 account to access your college email.

Brightspace where you will find your college courses.

MyWCCC Info Hub

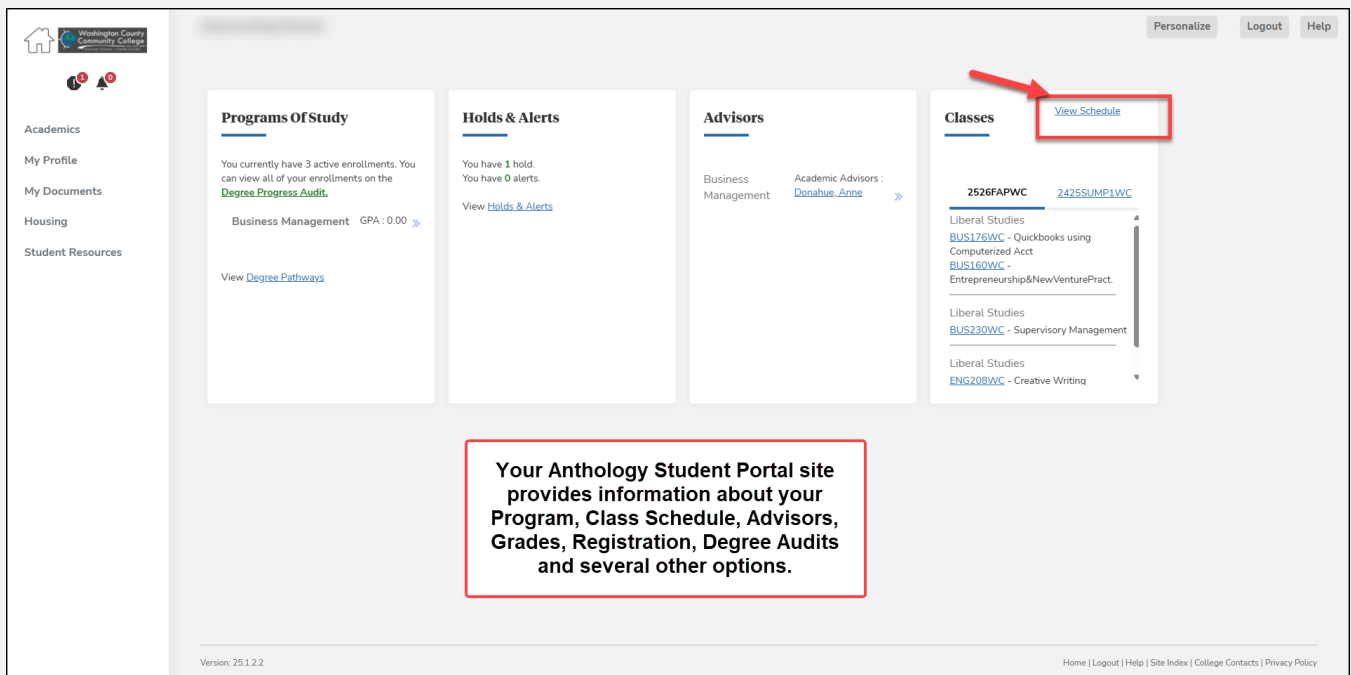
The MyWCCC Info Hub contains admission documents and academic forms. You can also find links to Anthology, Brightspace, and the other Community Colleges within the Maine System.





Anthology Student Portal

Your Anthology Student Portal site provides information about your Program, Class Schedule, Advisors, Grades, Registration, Degree Audits and several other Options.



My Student ID

You can find our student ID on your student portal by clicking on the **My profile** dropdown menu and selecting the **My Information** page.

On the **My Information** make sure you are on the **Personal** tab and you will see your Student ID listed at the top of the right column.

(Impersonating) Amanda [Show Quick Links...](#)

My Information

Your personal information is shown below.

If you want to make changes to any of this information, click on the details of your requested change and click on the SUBMIT button.

Academics

- My Profile
- My Calendar
- My Message Center
- My Information
- My FERPA

My Finances

- My Financial Aid
- My Documents
- Student Forms and Documents
- Housing
- Student Resources

Personal | Addresses | Additional Information

Required Field *

Title | Student ID

Washington County Community College

You can find your Student ID by going to My Profile and clicking on My Information. Under the Personal Tab, Student ID is listed on the right.

Class Schedule

On the Anthology Student portal homepage click **View Schedule** found in the Classes section of the homepage. Or click the **Academics** tab and select the **My Class Schedule** page.

You can select a term to view your schedule. You can also download a pdf of your schedule or export a file to add your schedule to your email Calendar.

My Class Schedule

Your current class schedule is shown below. Click on a class title below to view the details for each class.

Academics

- Registration
- View Attendance
- Degree Audit
- My Class Schedule
- GPA Calculator
- Degree Pathways
- My Grades

My Profile

- My Documents
- Housing
- Student Resources

Class Schedule

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term: 2025 - 26 FALL 2025 PARENT WC | [Export Schedule for your Calendar app](#)

View by: List | [Week](#)

Showing 1 to 5 of 5 entries

Code	Course Title	Class Section Availability	Course Start/End Date	Cr	Schedule	Instructor	Secondary Instructors	LastDayToWithdraw	Status	Reason	Action
BUS160WC	Entrepreneurship&NewVenturePract.	01 OL	9/3/2025 to 10/24/2025	3.00	No scheduled meetings	French, Rhonda		10/24/2025	Scheduled		
BUS176WC	Quickbooks using Computerized Acct	01 OL	9/3/2025 to 10/24/2025	3.00	No scheduled meetings	French, Rhonda		10/24/2025	Scheduled		
BUS230WC	Supervisory Management	02 OL	10/27/2025 to 12/19/2025	3.00	No scheduled meetings	Moholland, Cynthia		12/19/2025	Scheduled		
ENG208WC	Creative Writing	01 2M	9/3/2025 to 12/19/2025	3.00	TR 3:00PM - 4:50PM	McDonald, Molly		12/19/2025	Scheduled		
PSY207WC	Developmental Psychology	01 OL	9/3/2025 to 12/19/2025	3.00	No scheduled meetings	Adams, Dora		12/19/2025	Scheduled		

Show: 10 entries | Previous 1 Next | Showing 1 to 5 of 5 entries

You can select a term to view your schedule. You can also download a pdf of your schedule or export a file to add your schedule to your email Calendar.

Degree Progress Audit

You can review all the courses required to complete your program with the Degree Progress Audit page. On the Dashboard select the **Academics** tab and click on the **Degree Audit** page.

The screenshot shows the 'Degree Progress Audit' page. On the left sidebar, the 'Academics' tab is selected, and the 'Degree Audit' link is highlighted. A red box and arrow point to this link with the text: 'Under the Academics tab, click the Degree Audit page.' The main content area shows 'Program Details' for 'Business Management'. It includes fields for 'View By Enrollment' (set to '9/6/2023 Business Management'), 'College: Washington County Community College', 'Degree Pursued: Associate of Applied Science', 'Enrollment ID', 'Status: Matriculated', 'Enroll Date: 9/6/2023', 'Start Date', 'Grad Date', 'Shift: All', and 'Credits Current/Scheduled: 18.00 (All Enrollments)'. A red box on the right side of the page contains the text: 'Scroll through the page to review all the information.'

My Grades

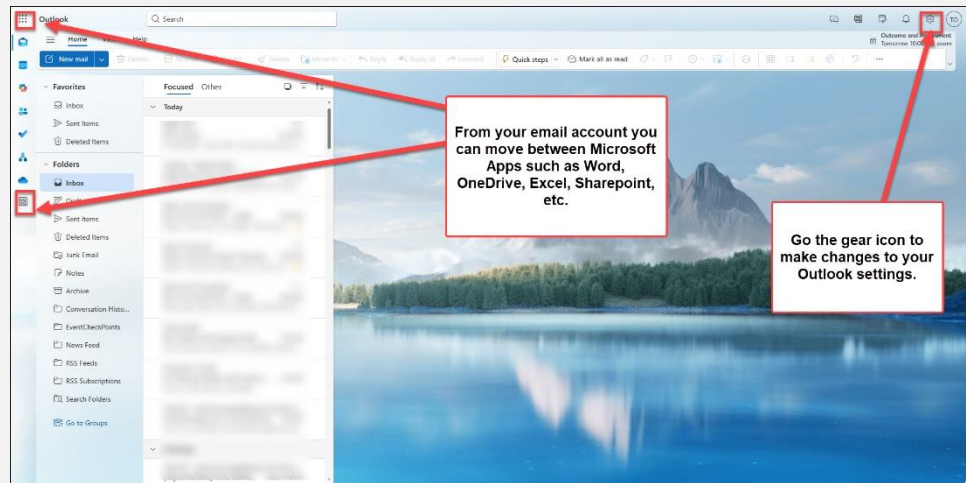
To see your final grades after a course has closed you can go to the **Academics** tab on the Anthology Student Portal and select the **My Grades** page.

The screenshot shows the 'My Grades' page. On the left sidebar, the 'Academics' tab is selected, and the 'My Grades' link is highlighted. A red box and arrow point to this link with the text: 'Under the Academics tab go to the My Grades page.' The main content area shows 'My Grades' with a description: 'Here you can view grades that have been posted for courses you have completed in recent terms. For a complete list of all grades, please view your unofficial transcript.' There are two dropdown menus: 'View By Enrollment' (set to '9/6/2023 Business Management') and 'Filter Grades by Term' (set to '2023-2024 - Fall'). A red box and arrow point to the 'Filter Grades by Term' dropdown with the text: 'Select your term and your grades for that term will display.' Below the filters is a table titled 'Grades' showing 'Showing 1 to 5 of 5 entries'. The table has columns for 'Course Title', 'Course Start/End Date', 'Credits Attempted', 'Credits Earned', 'Midterm Grade', 'Numeric Grade', and 'Letter Grade'. The table is currently empty.

Outlook Email

When logged into your email you can navigate to any of your online Microsoft Apps like Word, Excel, OneDrive, and SharePoint by selecting the waffle icon in the upper left corner of the screen or by selecting the **Apps** button found in the left-hand menu.

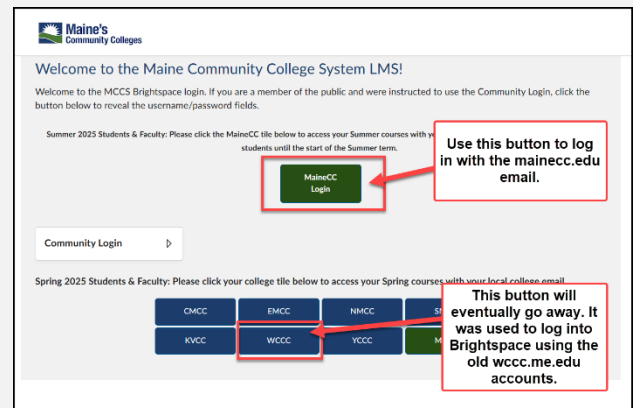
You can also select the gear icon in the upper right corner to go to the **Settings** option for Outlook. From there you can make changes to Outlook's appearance, create rules around your email and other options.



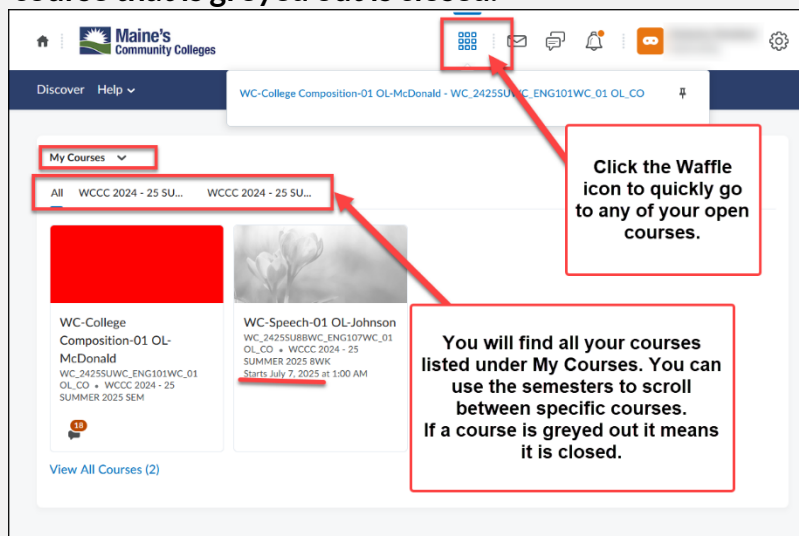
Brightspace

Use the **MaineCC Login** button to log into Brightspace using your maineccc.edu email.

The other buttons will eventually go away. Currently they are used to log into Brightspace using the old wccc.me.edu email.



On the Brightspace homepage you will find your courses listed under **My Courses**. Take note that you can navigate between semesters (if you have courses in more than one semester). **Any course that is greyed out is closed.**



Use the waffle icon at the top middle of the screen to navigate quickly to any of your open courses.

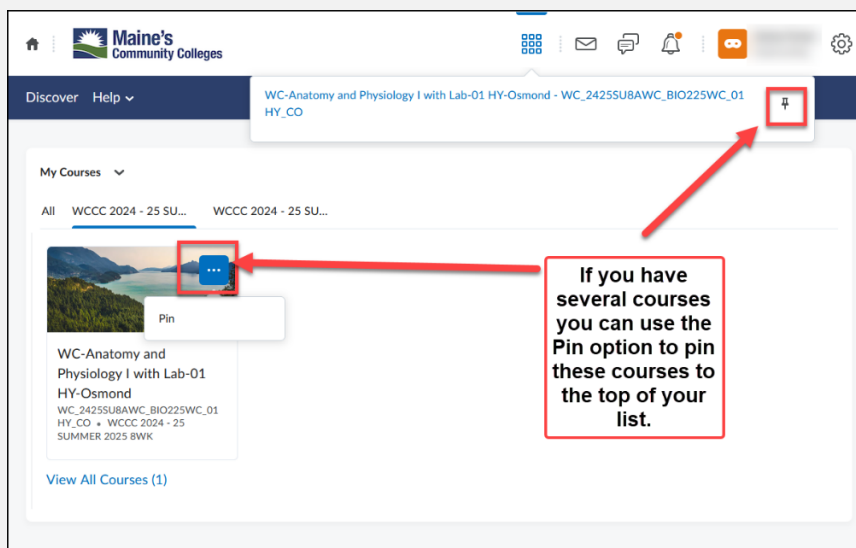
Open courses are active courses (started and work is being done in them).

Closed courses are courses that are either completed or have not yet started.

You should expect to see courses you

are registered in on Brightspace 30 days before they start.

If you have several courses, you can use the Pins located on the waffle icon and under My Courses, to pin a course to the top of your course list.



Homepage

Once you are logged into one of the courses the first page you will see is the course Homepage. This is where you will typically find course announcements and other important information.

Washington County Community College

Teaching Learning & Techn...

Home ▾ Content ▾ Assignments ▾ Communications ▾ Grades ▾ Resources ▾ Course Admin

Teaching Learning & Technology

Once you are in the course the first page you will come to is the course Homepage. Faculty typically use this page to post course Announcements and other important information.

Announcements ▾

Welcome to EDU 225 ▾

Posted Dec 23, 2019 12:57 PM

Welcome Tatiana to EDU 225. Check here each time you log in to find any news or updates about the course!

Click on the Content Tab to get started with your course material.

[Getting Started Video](#)

Washington County Community College

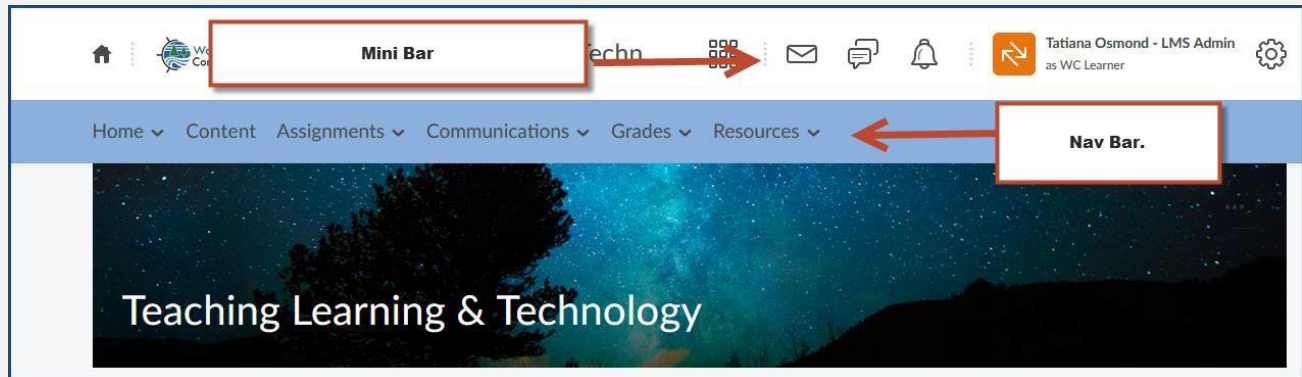
Teaching Learning & Technology

Home ▾ Content ▾ Assignments ▾ Communications ▾ Grades ▾ Resources ▾ Course Admin

Nav Bar

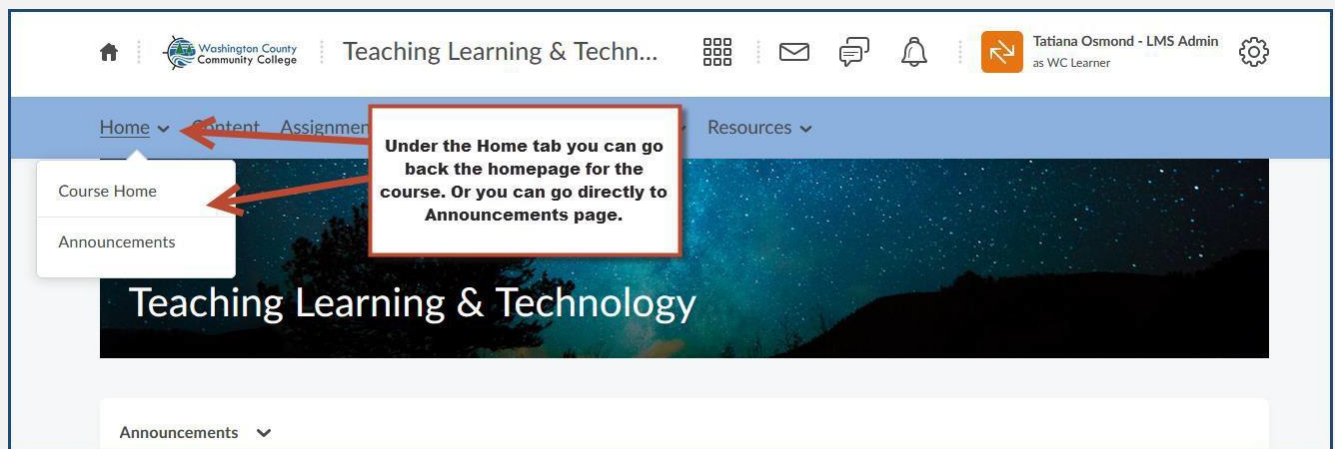
At the top of your screen you will find the Mini Bar and the Nav Bar. The Mini Nav has a mail, a text, and a bell icon. If you see a little red dot on these icons it means you have an email, a message or an announcement waiting for you to view.

The Nav Bar (the blue bar) contains tabs and pages you will use in the course.



Home Tab

The Home tab takes you back to the Homepage if you are on any other page of the course. Announcements will take you directly to the announcements page.



Content Tab

The Content Tab is where you will find your course material. For online courses this is where you will spend most of your time.

Washington County Community College Teaching Learning & Techn...

Home **Content** Assignments Communications Grades Resources

Search Topic

Overview Syllabus

Bookmarks

Course Schedule 2

Table of Contents 47

Start Here!!! 1

January 13 - January 13

Week 1 7

January 14 - January 19

Week 2 8

January 20 - January 26

Week 3 11

January 27 - February 2

Week 1

Starts Jan 14, 2020 12:00 AM Ends Jan 19, 2020 11:30 PM

46.15 % 6 of 13 topics complete

Week One Overview

Web Page

Laptops/desktops/tablets/smartphones

PDF document

The internet explained

PDF document

Warriors of the Net

Video

Thin underwater cables hold the internet.

Video

What is a browser?

Video

Print

To explore course content you should go to the Content tab.

For online classes you will find your course material and instructions here.

Assignments Tab

Under the Assignments tab you will find Assignments, Discussions and Quizzes. There is also a Plagiarism Checker that is available when instructors use this option in their course.

Washington County Community College EDU 225 OL - Teaching Learning &...

Home Content **Assignments** Communications Grades Resources

Assignments

Discussions

Quizzes

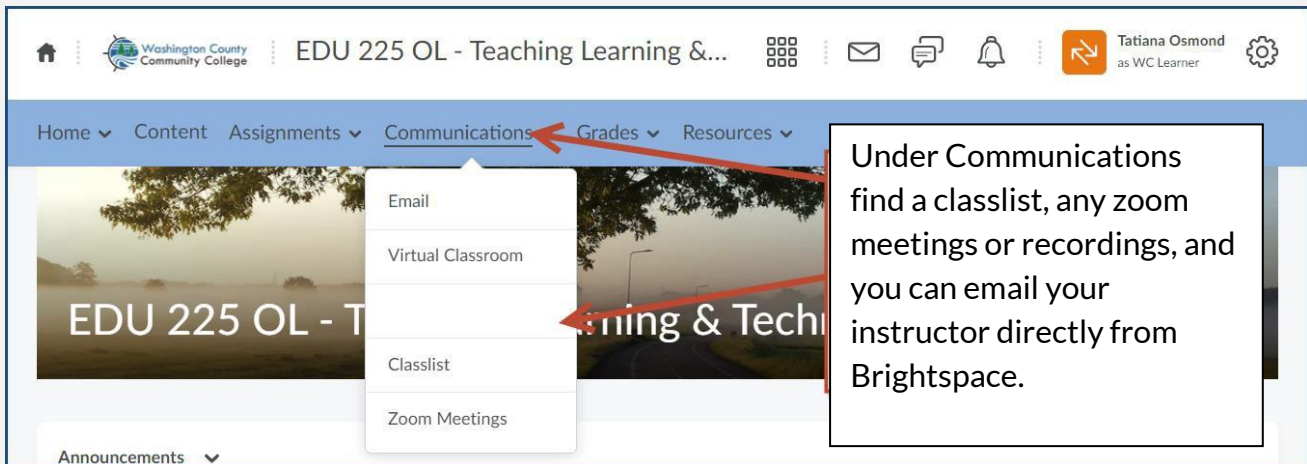
Plagiarism Checker

Under the assignments tab you can find Assignments, Discussions, Quizzes, and a Plagiarism Checker (if your instructor is using this option).

EDU 225 OL - Teaching Learning &...

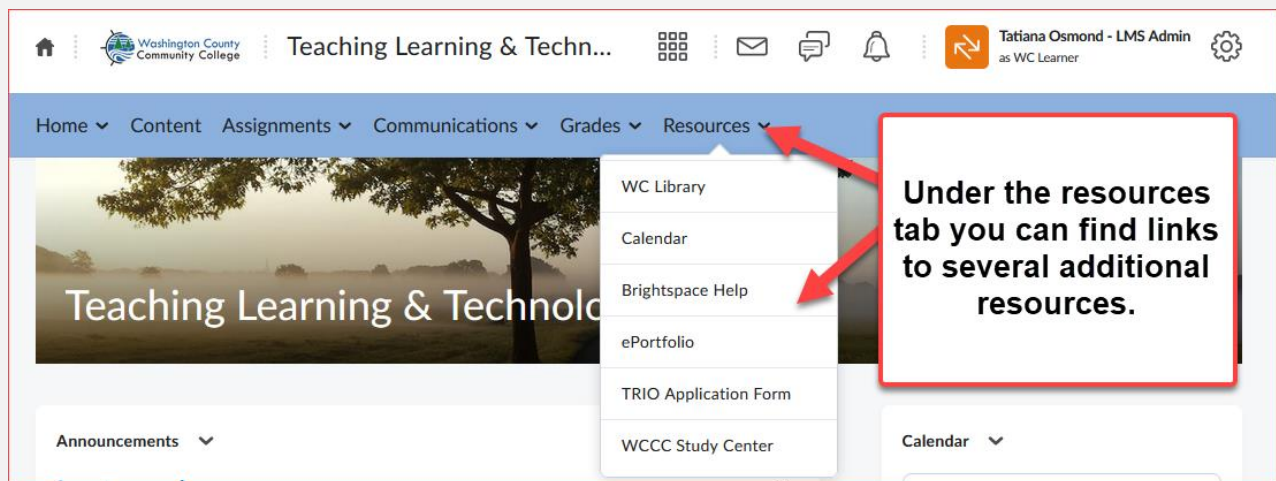
Communications Tab

Under the Communications tab you will find access to Brightspace email, or you can join in a Virtual Classroom, a Zoom Meeting or a Class Chat if the instructor has set up one of these meetings spots. You will also find the Classlist.



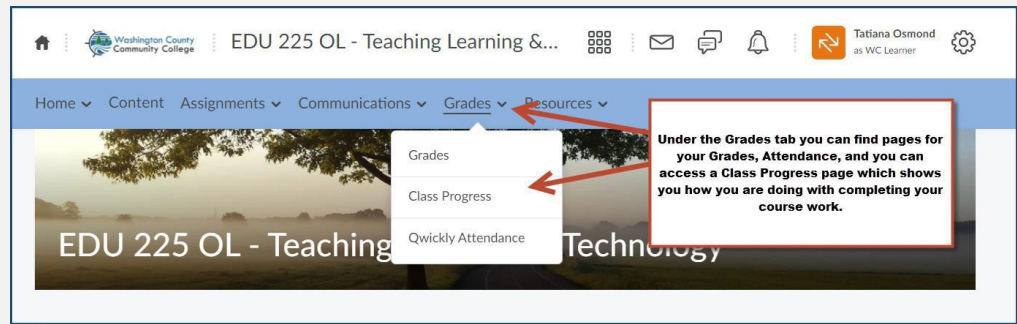
Resources Tab

Under the Resources tab you will find links to the WC Library, Help, a Calendar, an ePortfolio along with TRIO and study resources.



Grades Tab

Under the Grades tab you will find your Grades, Attendance and Class Progress. Click the Grades, under Grades to see your Grade page.



This screenshot shows the 'Grades' page in Brightspace Pulse. It includes a 'Final Calculated Grade' section with 'Weight Achieved' and 'Grade' fields. Below this is a table of grade items. Red arrows and boxes provide instructions: one points to the 'Grades' tab in the navigation bar with the text 'To find your grades go the Grades tab.', and another points to the 'Grade' field with the text 'Your Grade percentage will be listed and you can find the individual breakdown of each assignment.'

Grade Item	Points	Weight Achieved	Grade	Assessment
Reality Checks		- / 25	-%	
Week One Reality Check	- / 100	- / -	-%	
Week Two Reality Check	- / 100	- / -	-%	
Reality Check Week Three	- / 100	- / -	-%	
Reality Check Week Four	- / 100	- / -	-%	
Reality Check Review	- / 100	- / -	-%	
Threshold Tests		- / 5	-%	

Download Brightspace Pulse App

You can also download the Brightspace Pulse App to access Brightspace on your phone or tablet.

Go to your app store and search for Brightspace Pulse. It will be an orange colored logo with what looks like a electro-cardio pulse on it.



Download the app and select WCCC as your college. Each phone type has slightly different option settings, don't be afraid to click on those three dots ... and see what options for viewing the content are available.

Emergency Notification System – Emergency Alerts and Timely Warnings (RAVE)

WCCC sends emergency alerts and campus closure notifications through RAVE Alert. Enrolled students and active employees are automatically opted in for email alerts to their maineccc.edu campus email address. While student and employee emails will automatically receive emergency alert notifications, you also have the option of opting in for SMS text message notifications. We highly encourage this for critical life safety messages and college weather closure alerts. To opt in for text emergency alert and campus closure notifications for 365 days, simply text WCCCMEOPTIN to 78015

Currently enrolled students are automatically opted in to email alerts to their maineccc.edu email address and primary mobile number.

Or to update your contact information or change your alert preferences, login using your maineccc.edu account credentials.

Go to

<https://www.getrave.com/login/wcccm>

Or on the college website got to About WCCC and select the Safety and Security page. Find the +Click Here button to go to the RAVE account page.

The screenshot shows the Washington County Community College website. A red box highlights the 'ABOUT WCCC' link in the top navigation bar. A red arrow points from this box to a second red box containing the text: 'Go to the About WCCC tab and select Safety and Security.' Another red arrow points from this second box to a third red box containing the text: 'Select the +Click here to manage your RAVE alert system button.' This third box points to a green button labeled '+ Click Here to Manage Your RAVE Alert Settings' located at the bottom of the page. The page content includes sections for 'Annual Campus Security and Fire Safety Report (Clery)', 'Daily Crime Log', 'Sexual Assault Policies and Resources', and a section titled 'Emergency Notification System - Emergency Alerts and Timely Warnings' which contains text about RAVE alerts and opt-in procedures.

On the RAVE site you can add additional numbers and emails to your account.
Confirm the addition and you can test that it works.

The screenshot displays the 'MY ACCOUNT' interface on the RAVE website. The user profile is for Tatiana Osmond (tosmond@maineccc.edu). Under the 'Mobile Phones' section, there is a 'Not Confirmed' status and a red box highlighting the 'CONFIRM' and 'TEST' buttons. A red arrow points from a text box to the 'CONFIRM' button. The 'Email' section shows the registration email (tosmond@maineccc.edu) and a 'TEST' button. The RAVE logo and tagline 'Do all you can today.' are at the bottom.

Washington County
Community College
Distance Education • Career Success

MY ACCOUNT My Account Opt-In Lists

Tatiana Osmond
tosmond@maineccc.edu

Mobile Phones

Not Confirmed

CONFIRM TEST

Voice Only Line Contacts

Email

Registration email :
tosmond@maineccc.edu

TEST

RAVE
RADIALLY AWARE Do all you can today.™

Add and confirm numbers and additional emails.

Bookstore and Textbooks

You can access the college bookstore from the college website. Click on Bookstore from the upper right menu.

The screenshot shows the Washington County Community College website. The top navigation bar includes links for ACADEMIC CALENDAR, **BOOKSTORE**, CAMPUS NEWS, LOGIN TO BRIGHTSPACE/EMAIL/PORTAL, TRANSCRIPT REQUEST, EXPLORE EVENT CALENDAR, and COURSE SCHEDULE. A red box highlights the 'BOOKSTORE' link, and a red arrow points to it from a text box that says 'Click on the Bookstore link.' Below the navigation bar is a main banner area with images of students and text: 'WCCC ACCEPTED STUDENT', 'JULY 16 & AUGUST 19', and 'CLICK HERE TO REGISTER'. To the right of the banner is a sidebar with links: Portal, Information, View Our Programs of Study, Enroll While Still in High School, Take a Short-Term Training, Schedule a Campus Visit, and Apply Now. At the bottom of the page is a mission statement: 'Our mission is to inspire individuals through an inclusive, innovative learning environment with personalized guidance that transforms lives, enriches communities, and supports economic prosperity.'

Create an account with your mainecc.edu email to get a personalized list of courses and material. Or use the course selection option to look through material requirements of any course.

Log In / Create an Account with your .edu address for a personalized course material experience

SIGN IN

Washington County Community College

Select your course(s)

Term	Department	Course #	Section	Clear Information
FALL 2025 ▼	CPT ▼	140 ▼	02 OL ▼	Clear
FALL 2025 ▼	MAT ▼	106 ▼	02 ▼	Clear

Select

Select

Create an account with your maineccc.edu email to get a personalized list of courses and material.
Or use the course selection option to look through material requirements of any course.

ADD ANOTHER COURSE ➕

RETRIEVE MATERIALS