

First-Time Network Access for Staff Accounts

(includes access to Network, 0365, and the Electronic Time and Leave system-ETL)

All employees will submit electronic timesheets. Please follow the instructions below to gain access to network resources.

Your Credentials:

- Username
 - First initial + Last name
 - Example: JSmith
 - Note: passwords are not case sensitive. If there is already a JSmith, your username will be JSmith2 (3,4...)
- Password
 - Ask your supervisor

Set Your Password: (First Time)

- To set your password you must login to a computer on campus or through VDI (<https://mypc.wvc.edu> or at a zero client computer) ****If using VDI, login with your email address for username.****
- *You cannot login to ETL to set your password.*
- Passwords expire every 60 days
- When your password expires you will need to pick a completely different password.
- Passwords must be 8 characters in length
- Passwords can not contain your name or any easy to guess information
- Passwords must contain at least 3 of the 4 elements
 - Upper-Case Letters
 - Lower-Case Letters
 - Numbers
 - Special Characters (i.e. #,\$%^&*) spaces are allowed and encouraged

Set Your Account Recovery Settings

- Navigate to <https://wvc.edu/reset>
- Click Account Settings. Login
- Select your recovery options and follow the prompts to complete the process.

ETL Instructions:

- Navigate to <https://apps.wvc.edu/wvcetl> (ETL)
- You will be prompted for your staff-side credentials. Login
- Select the Time Sheet link
- Record your hours at the end of each shift.
- You will use the Submit to Supervisor to submit your completed timesheet at the end of each pay period
- Paydays are the 10th and the 25th of each month

If you have problems you can contact the Help Desk at (509) 682-6550 for tech support, or Ryan Lamb in the Business Office at (509) 682-6502.

Sick Pay and Medical Insurance Information:

- Paid sick leave is earned at the rate of 1 hour of sick leave for every 40 hours worked. Talk to your supervisor if you have questions about sick time.
- Work study positions do not include medical benefits. For information on the Health Insurance Marketplace and insurance options please go to www.wvc.edu/https://www.wvc.edu/humanresources/benefits.html and click on Employer Notice of Medical Insurance Exchange.