CHECKING YOUR CLASS ROSTER INSTRUCTIONS

Please check and confirm your rosters online using these directions once the registration period has closed. If you have any questions with this process please contact the Running Start Coordinator (jcamielle@ccsnh.edu or 603.752.1113 x 3019) or the Registrar’s Office (603.752.1113 x 3056).

To check your roster, you will have to log in to the Student Information System.

How do I log in to the Student Information System (SIS)?

Go to the White Mountains Community College homepage (www.wmcc.edu).

1. Click the Student Info System (SIS) link on the left.
2. Click Enter Secure Area.
3. Enter your User ID.

   Your User ID is your Social Security Number.

4. Enter your Personal Identification Number (PIN).

A. If this is your first time logging in:

   i. Your PIN is your 6-digit date of birth (mmddyy). For example, if you were born on April 10, 2009, your pin would be 041009. Note that there are no dashes, slashes, or spaces in the PIN.

   ii. Click Login

   iii. You will receive a message that your PIN has expired and you will be prompted to change your PIN.

   iv. When prompted for OLD PIN, type in your initial six digit date of birth. For NEW PIN, type in a six-digit number (exactly six digits, no letters!). The system does not allow you to reuse your original birth date. Then re-enter that same number again to verify it. Click Login.

   v. Set up Security Question.

   On your initial login, you will be prompted to set up a security question. Type in a simple question to which only you know the answer. Type in a one word answer to the question. Please keep the answer free of punctuation, numbers, and
dates. In the future, if you forget your PIN you can enter your User ID and click on the FORGOT PIN? button (You may have to scroll down to see this button.) on the Login Page. You'll be prompted with your security question and then you'll need to enter your EXACT answer. Once answered correctly, this feature will allow you to reset your own PIN.

B. If this is NOT your first time logging in:

vi. Your PIN is the 6-digit number you chose when you first logged in. If you forget what your PIN is, click FORGOT PIN?

vii. You will be prompted to remember your PIN with the security question you set up when you first logged in.

5. Click on Faculty & Advisors
6. Click on Term Selection and select and submit the current term from the drop down menu.
7. Click on Summary Class List and select and submit your course from the drop down menu.
8. If you are teaching more than one WMCC course, you will have to check the roster for each class.
9. Report your agreement or disagreement to Jody Camille (jcamille@ccsnh.edu) or to Marie Bly at mbly@ccsnh.edu.