

Western Nevada College E-mail Activation Procedure

Welcome to Western Nevada College. As a WNC employee, you are required to have and use a WNC e-mail. Following are the procedures for activating your e-mail account:

NOTE: You will only be able to complete this procedure after you have been entered into the WNC Human Resources System or Student Information System.

Step 1: Go to <https://secure.wnc.nevada.edu/swami/>.

1. Enter information in the specified format:
 - Social Security Number (SSN) - 9 digits, **no spaces or dashes**
 - Birthdate - MMDDYYYY (**four digit year**)
2. Record your username and password

If you experience any difficulties or errors in this process, please contact the Nevada System of Higher Education System Computing Services Support Center at (775) 784-4357 or e-mail support@nevada.edu. For your security, please do not send personal information such as your SSN or birthdate via e-mail.

Step2: Contact the administrative assistant in your department with the assigned e-mail. The administrative assistant must complete and submit the “Incoming Employee Form” found on the Computing Services WestNet web page.

Step 3: A Lotus Notes e-mail is assigned by Computing Services and you will be given/sent information on how to access and use your e-mail account.