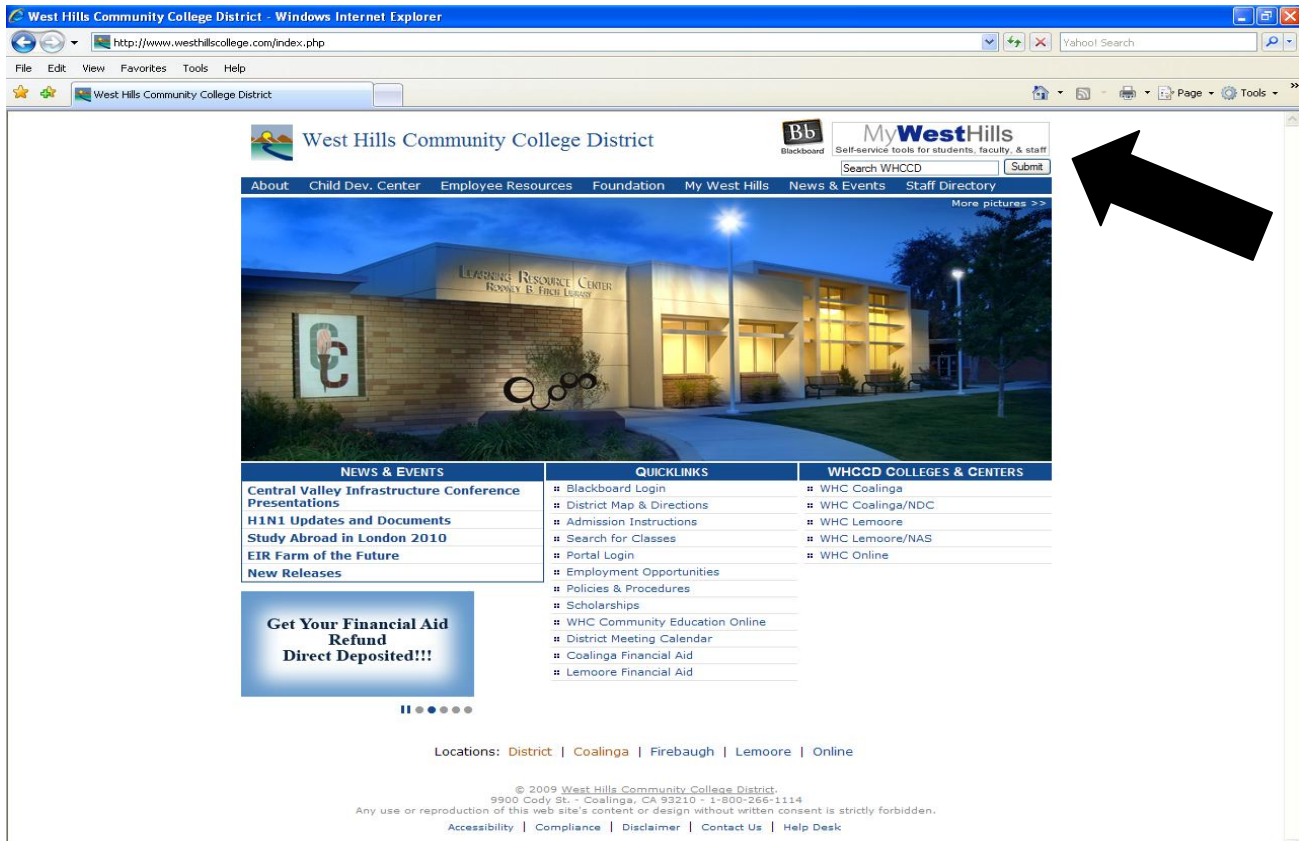


# West Hills College Portal Log-In Instructions



This is the [www.westhillscollge.com](http://www.westhillscollge.com) website where you can access a lot of helpful information.

## My West Hills College Portal:

### \*\*Portal Login

Your username is your firstlastname all together lowercase.

Your default password will include the word **My** your six digit birthday **MMDDYY** and the last four digits of your social security number: **xxx-xx-XXXX**.

So, when you see the page asking for your new password, you must put in:  
MyMMDDYYXXXX

For instance, Julie Ortiz, born on June 3, 1969 with a social security number of 520-20-2424 has a password of: My0603692424  
If you have never had a social security number, then the password will include the last four digits of your West Hills ID: # # # ####  
For instance, Henry Lee, an international student, born on May 26, 1980 and with a West Hills ID# of 0003199 has a password of: My0526803199  
You cannot use the West Hills ID unless you have never had a social security number.

**If you are experiencing problems or to obtain your password call 559-934-2002 or E-Mail [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu).**

**\*\*You must select the Student Tab at the top right corner of the page.**

**\*\*My Student Email** is where you will access your West Hills College email account.

**\*\*My Services.** This is where you will access great information such as user account information (address change, etc.), financial information (account balance, make a payment, etc.), financial aid information (see your financial aid award, see if documents are missing, prints out missing documents, etc.), registration information (add classes, drop classes, etc.), and academic profile information (see your class schedule, check your grades, request transcripts, etc.).