

Student Technology

First-Time Student Technology User

Checklist

my.icc.edu

your one-stop student technology website



FIRST-TIME USER TIPS

- Your @lab.icc.edu address is used for official college email, including your tuition bill. You must check this email account.
- ICC provides free wifi on campus.
- For assistance with a User ID/Username or password, contact the Help Desk, helpdesk@icc.edu, 309-694-5457.

1 User ID/Username

FIND YOUR USER ID/USERNAME

- Use your User ID/Username for eServices, Blackboard, email, online library resources, and on-campus computers.

» Go to my.icc.edu and click on Find User ID/Username.

2 Default Password


LEARN YOUR DEFAULT PASSWORD

- You will be required to change your eServices and email passwords upon first login.

» Enter the default password, ICC plus the last five digits of your social security number (for example ICC12345), when logging in to any system for the first time.

3 eServices


LOG IN TO eSERVICES

-  Check your contact information, register for classes, check due dates, pay online, and view your schedule and grades. Find MyICC Mobile in app stores or visit mymobile.icc.edu.

» Go to my.icc.edu and enter your username and password. If you previously logged in to eServices, you changed your password. If this is your first time logging in to eServices, enter your default password.

4 Student Email

SIGN IN TO YOUR ICC STUDENT EMAIL ACCOUNT

-  Your email address is your username@lab.icc.edu (for example: ab123@lab.icc.edu). ICC student email is available through the Gmail app.

» Go to webmail.lab.icc.edu and enter your email address and password. If this is your first time logging in to email, enter your default password.

5 Google Apps


USE OTHER GOOGLE APPS

- While logged in to your student email account, locate links to other Google applications. These allow you to do things like create documents and saves file online.

» Look for Google Apps after logging in to your ICC email account.

6 Blackboard

LOG IN TO BLACKBOARD

-  Blackboard is ICC's online learning management system. Instructors may use Blackboard for syllabi, course materials, and an online gradebook. Use Chrome or Firefox for the best experience. Find the Blackboard Mobile Learn in app stores.

» Go to courses.icc.edu and enter your username and password. If this is your first time logging in to Blackboard, enter your default password.

7 Library

ACCESS THE LIBRARY WEBSITE

- The library website provides access to books, articles, and research online. Some of the library's online resources require a login.

» Go to icc.edu/library for more information.

8 Academic Support

TAKE ADVANTAGE OF ICC'S FREE ACADEMIC SUPPORT RESOURCES

- The Academic Support Centers provide in-person and online academic support.

» Go to my.icc.edu and use the links in the Academic Support section.

9 MyAlert

MANAGE ALERT MESSAGE PREFERENCES

- MyAlert provides alert and emergency messaging through email, voice, and text messaging.

» Go to icc.edu/MyAlert. Enter your full ICC email address as the username. Use the Forged Your Password link to reset your MyAlert password. This will require you to access your ICC email account.

10 ICC Network (on campus, only)

LOG ON TO AN ICC COMPUTER

- Logging on to an ICC computer gives you access to the Internet, software, and printers on campus.

» If you are on an ICC campus, log in to a computer on a library, lab, or other public computing area. If this is your first time logging on to an ICC computer, enter your default password. Be sure to log off!