

This skill sheet is designed to expose you to the technology systems you will be using as a student here at ICC. Work through the sheet at your own pace and if you have any questions as you go, please ask.

Complete each checklist item. Each item is followed by instructions for completing the task.

Look up your login ID / username

Every student enrolled at ICC is assigned a Login ID/Username. This is used to access information technology resources such as student email, the course management system, on campus computers, online student services, printers and online library resources. Your Login ID/Username will always remain the same during your enrollment at ICC.

1. Open Internet Explorer and browse to the ICC website: <http://icc.edu>
2. Near the center of the screen, click on the **Find Login ID** link.
3. Fill in your **last name** and **social security number** on the form and click **submit** to display your user ID on the screen.
4. Write down your user ID:



Learn your default password

Each of the ICC technology systems requires a password in addition to a Login ID/Username to gain access. The passwords for each of the systems are not connected to each other—**changing the password for one system does not change the password in any of the others.**

- The default password for a new student is **ICC plus the last 5 digits of the student's social security number.** For example, if your social security number is 123-45-6789, your password would be ICC56789. Make sure ICC is in **ALL CAPS**.
- This is the default password for each of the systems at ICC. You will want to change your passwords to something that you will remember as soon as possible.
- If you have signed in to any of the systems prior to today, you may have already reset some of your passwords to something else.

Log in to eServices and make sure your contact information is current

All of your official Illinois Central College records are stored in our eServices system. You will use eServices for things like registering for classes, making online payments, viewing your class schedule, and looking up the grade you received in a class.

To log in to your eServices account:

1. **Open Internet Explorer** by double clicking on the Internet Explorer icon located on the desktop.
2. Browse to ICC's website: <http://icc.edu>.
3. Click on the **ICC eSERVICES LOGIN** link located near the center of the screen.
4. Fill in your **Login ID** and your **default password** (ICC + last 5 digits of your SSN) and click **Login**.

You may have already signed in to eServices prior to today while registering or arranging payment for your classes. **If you have been into eServices before you will have already reset this password to something other than the default.**

5. You may be taken to a screen where you are asked to change your password. Reset your password to continue on into eServices.
6. Normally when you login to eServices, a message will appear asking you to be sure to verify your student contact information. Click **OK**.
7. Scroll down to your **personal information**, listed near the bottom of the page. If any of your contact information listed here is not up to date, click on the appropriate heading to make the necessary changes.

The **Home** link in the upper right-hand corner of the page returns you to your eServices home screen if you have browsed away. The home screen features a **Student Center** which allows you to perform a number of actions related to scheduling classes and making payments. The **Self Service** link on the main menu provides you access to many of the actions you may wish to perform in eServices.

If you wish to reset your eServices password, click the **Change My Password** link on the menu on the left.

Help documents for eServices can be found by following the **Help** link located next to the eServices Login link back at the main page of the ICC website, <http://icc.edu>.

□ Use your username and password to log on to an ICC computer

Signing on to an ICC computer with your username and password gives you access to the internet, software (like Microsoft Office), network printing, and other network resources.

Before you can log on to the computer with your account, you will need to log out of the account you are currently using:

1. Click the **Start** button in the lower left-hand corner of the screen.
2. Click the Log **Off** button.



To log on to the computer using your own account information:

1. Press **Ctrl + Alt + Delete** on the keyboard (hold down Ctrl and ALT and press Delete).
2. A message will appear, "Do not attempt to login unless you are an authorized user." Click **OK**.

PLEASE NOTE: If this is the first time you are signing on to a computer on campus, your password is still the default, ICC + last 5 digits of your SSN. The password for each system you sign on to is independent of the others. Resetting one password does not reset them all.

3. Fill in the **User name** and **Password** fields using your own account information, and click the arrow button.



To change your network login password, you can press **Ctrl + Alt + Delete** while logged in to an ICC computer, and then click on **Change Password**.

□ Open Microsoft Word and save a document to your space on the network, User Data (H:)

While there is some specialized software located only in certain labs, you will find that there are a core set of programs that are installed on every ICC computer.

Microsoft Office (which includes Word, PowerPoint, Excel, and a number of other programs) is installed on all ICC computers.

To open Microsoft Word on any ICC computer:

1. Click the **Start** button in the lower left-hand corner of the screen, and navigate through the following sub-menus: **All Programs >**
2. Click on **Microsoft Word 2010**.



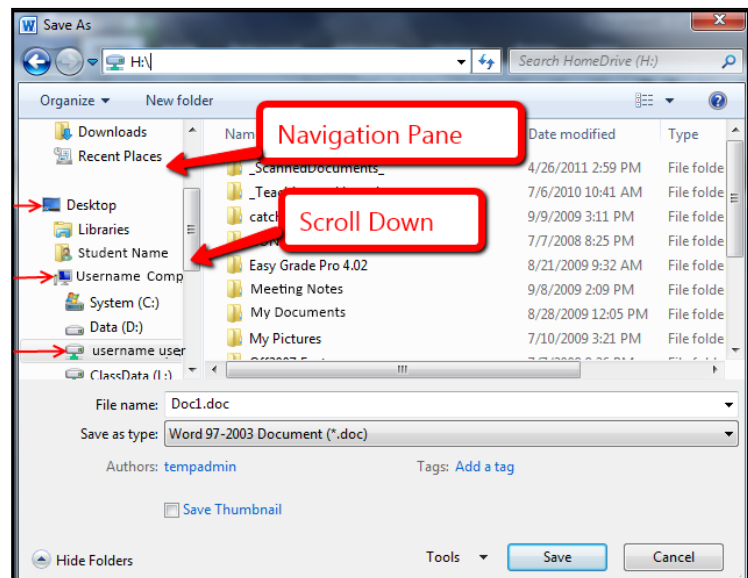
Word will open to a new, blank document.

- For this exercise, type **Orientation** at the top of the document.

When you are signed on to an ICC computer you have access to a **network space, User Data (H:)** that is your own personal place to store files. You can access the files you save to **User Data (H:)** from any ICC computer.

To save the Word document to User Data (H:):

1. Click the **File** tab in the upper left-hand corner of the window.
2. Click on **Save As**. The Save As dialogue box should appear.
3. Check that the file is being saved with the file name **Orientation**.
4. Check that the file type that the file is being saved as is **Word Document (*.docx)**
5. In the **Navigation Pane** of the Save As dialogue box, **scroll down** until you see **Desktop** listed. You should see **Your Username (followed by the computer's name)** listed as a subcategory under Desktop. Listed under Username, you should see a list of available locations. Your own space on the network should be listed here as **Your Username – User Data (H:)** (Note: clicking on menu items listed in the navigation pane causes a sub-menu to expand or collapse. You may need to click on a menu item before you can see the sub-menu.)



6. Click on **Your Username – USER DATA (H)** to change the save location to your own designated space on the network.
7. Click the **Save** button.
8. Close Microsoft Word.

With the document now saved to User Data (H:), you could now move to a computer in a different location on one of ICC's campuses and would still have access to this file.

The **User Data (H:)** is a convenient place to save files when you are working at ICC, but you cannot access User Data (H:) from home. **You may want to purchase a USB drive** (sometimes referred to as a flash drive or thumb drive) for transporting files between school and home.

Computers on campus are configured to erase all personal files that have been stored on the hard drive when a student logs off. If you are saving a file while on campus, make sure to save to User Data (H:), a USB drive, or upload the file to your student email account/Google Docs.

Sign in to your ICC student email account

Every ICC student has a student email account that has been created for them. Your email address is:

Username@lab.icc.edu.

Your student email account is powered by Google and it allows you to access many different Google applications beyond just sending and receiving email.

To access your student email account:

1. **Open Internet Explorer** by double clicking on the Internet Explorer icon located on the desktop.
2. Browse to ICC's website: **http://icc.edu**. (This is normally the default home page for all ICC computers).
3. Click on the **Current Students** link in the upper right-hand corner of the page.
4. On the right side of the screen, click on the **Student Email Login** link.
5. Fill in your **user name** and your **default password** and click **Sign In**.

PLEASE NOTE: If this is the first time you are logging in to your student email account, your password is the default, ICC + the last 5 digits of your SSN. The password for each system you sign on to is independent of the others. Resetting one password does not reset them all.

6. The first time you sign in to your email, you will be required to activate your account. **Follow the on screen instructions to activate your account and set a new password.**

Once you have activated your student email account, you will be taken to your email inbox.

Information and instructions about using your ICC student email and related Google applications can be found at:

<http://www.icc.edu/innovation/resources/google/>

- Stay signed in to your student email account to complete the following item.

Create a document using Google Docs

While still signed in to your student email account, notice the links for **Calendar**, **Documents**, and **Sites** across the top of the page. These allow you to do things like create and store documents, create shared or private calendars, and create your own website.

In the following steps you will create a document using **Google Docs**.

While still signed in to your student email account:

1. Click on the **Documents** link at the top of page.
 2. Click the **Create New** button and choose **Document** from the drop down menu. This will open a new blank document in the Google Docs online word processor application.
 3. Change the name of the document from Untitled Document to **Orientation** by typing in the document name field at the top of the page.
 4. Type **Technology Orientation** in the body of the document.
 5. Google Docs automatically saves your work every few seconds, but you can also click the **Save Now** button to save your document.
- Note: You can also choose to download files that you create in Google Docs as Word documents. To do this, click on the **File** menu at the top of the page, choose **Download As**, and click on **Word**.

Google Docs is useful for the creation and sharing of documents. It is also a good resource for file storage; files uploaded to your student email account and Google Docs can be access anywhere you have access to the internet.

In addition to word processing documents, Google Docs can be used for creating presentations, spreadsheets, online forms, drawings, and more.

Information and instructions about using the Google applications related to your ICC student email account can be found at:

<http://www.icc.edu/innovation/resources/google/>

- Close Internet Explorer.

Sign in to Blackboard and access the ICC Student Orientation & Resources site

Blackboard is ICC's course management system. If you register for an online course, Blackboard is the environment in which you will complete your course work and interact with your instructor and your classmates. Many instructors of traditional lecture courses make use of Blackboard course sites as well, so even if you do not sign up for an online course, chances are you will be making use of Blackboard.

To login to your Blackboard account:

1. **Open Mozilla Firefox** by double clicking on the Firefox icon located on the desktop.

For the best experience in Blackboard, it is recommended that you use the **Mozilla Firefox web browser**, if possible.

Mozilla Firefox is installed on all ICC computers. If you would like to install it on your home computer, it can be downloaded for free from www.mozilla.com/.

2. Browse to ICC's website: **http://icc.edu**. (This is normally the default home page for all ICC computers).
3. Click on the **Blackboard** link in the left side of the page.

STOP – Before you login take note of the information that is available on the Blackboard Login page. In the box to the right of the login box is a list of links to helpful information for using Blackboard and other technology at ICC. There are two links in particular that you should take note of:

The Blackboard 9 Browser Check Tool - this page helps you make sure your browser has all the proper settings for working in Blackboard.

Tests and Assignments (including test taking tips) – refer to these Blackboard test taking tips prior to taking your first online exam in Blackboard.

The password for each system you sign on to is independent of the others. Resetting one password does not reset them all. **When you first access Blackboard, you will need to use the default password.**

4. Fill in your **username** and **default password** (ICC + last 5 digits of your SSN) and click **Login**.

When you are logged into Blackboard, you will see a list of the courses you are enrolled in listed in the **My Courses** module. Clicking on one of these course links takes you into that course site. You might not see any of your course sites listed until the semester begins (although some instructors open their sites up early). Not every instructor uses Blackboard in their courses, so you may not see a site listed for every course you are enrolled in.

All students are enrolled in **the ICC Student Orientation & Resources** site, so you should see at least that one course listed in the My Courses module.

- To access the **ICC Student Orientation & Resources** site, click on the link for the site listed in your My Courses module.
- Take a quick look around the site by browsing through the menu links on the left side of the page.

Clicking on the **Blackboard @ ICC** tab at the top of page takes you back to your Blackboard homepage.

To reset your Blackboard password click on the **Personal Information** link, located in the Tools box on the Blackboard @ ICC tab, then click on **Change Password**.

Log off the computer when you are finished

You will want to make sure you log off when you are finished using an ICC computer to prevent another student from making use of your account.

To log in to your eServices account:

1. Close all open windows.
2. Click the **Start** button in the lower left-hand corner of the screen, and choose **Shut Down** from the menu.
3. Choose **Log Off** from the drop down menu, and click **OK**.

Need Help?

If you need assistance with how to use ICC technology, contact the

Learning Labs

East Peoria Campus

Room 236A • (309)694-5768

Downtown Peoria Campus, Perley Bldg.

Room 112 • (309)999-4514

North Campus, Cedar Hall

Room 136 • (309)690-6833

For technical problems with ICC technology or accounts, contact the

Help Desk

East Peoria Campus

Room L122 • (309)694-5457

helpdesk@icc.edu

<http://www.icc.edu/technologyServices>