

# 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](http://my.icc.edu) and click on Find User ID/Username.

### 2 Default Password

**LEARN YOUR DEFAULT PASSWORD** – You will be required to change your password upon first login to your student email, blackboard, on-campus computers, and on-line library resources.

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

### 3 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](http://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.

### 4 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.

### 5 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](http://mymobile.icc.edu).

» Go to [my.icc.edu](http://my.icc.edu) and enter your User ID/Username and temporary password you received in your ICC email account. Click on Sign In link. You will receive a popup notification that your password has expired. Click on the Click here to change your password link. Enter temporary password followed by a new password. Passwords are required to be at least eight characters long and contain a minimum of one number, one special character, one lowercase, and one uppercase letter. For assistance, contact the Help Desk at (309) 694-5457.

### 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](http://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](http://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](http://my.icc.edu) and use the links in the Academic Support section.

### 9 MyAlert

**MANAGE ALERT MESSAGE PREFERENCES** – MyAlert provides alerts and emergency messaging through email, voice, and text messaging.

» Go to [icc.edu/MyAlert](http://icc.edu/MyAlert). Enter your full ICC email address as the username. Use the Forgot 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!