Instructor Directions:  
Logging into ICC Email and eServices

Do this soon, before the Help Desk gets busy!

For more detailed directions, go to [Early College Instructor Technology](#)

Look up your User Name
Click [here](#)<br>Click on “Find User ID/User Name” to look up your User Name

Log into your ICC email
Check it regularly for attendance roster reminders and official ICC correspondence.<br>Go to Mail.icc.edu<br>Enter User Name followed by @icc.edu:<br>Ex: aa111@icc.edu<br>Enter Password: the default is ICc@_ _ _ _ _ (the last 5 of your SSN)

Log into eServices
To access student rosters, complete attendance rosters, and enter Grades. Note: Never– and Non-Attender rosters are **required** of all faculty teaching ICC classes (including dual credit). If you need help with rosters, call the Teaching and Learning Center at 694-8908.<br>Click [here](#)<br>Enter your User Name (EX: aa111)<br>Enter Password

**New Instructors:** check your ICC and high school email accounts for password<br>**Returning Instructors:** most recent password OR use your security question to reset

---

| Call the Help Desk  
for User Name and Password assistance  
309-694-5457 |
|----------------|
| **Monday – Thursday** 7 am – 6:30 pm  
**Friday** 7 am – 4 pm  
**Sunday** 4 pm – 8:30 pm |

---

Default Passwords for Students

ICC Email: ICC_ _ _ _ _ (last five of SSN)

eServices: check email account they entered on application and their ICC email account for randomly generated password. Otherwise, call Help Desk (694-5457)

Blackboard: ICC _ _ _ _ _ (last five of SSN)