**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](#)
- 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.
- Go to Mail.icc.edu
- Enter User Name followed by @icc.edu: Ex: aa111@icc.edu
- 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.
- Click [here](#)
- Enter your User Name (EX: aa111)
- Enter Password
  - **New Instructors**: check your ICC and high school email accounts for password
  - **Returning Instructors**: most recent password OR use your security question to reset

**Call the Help Desk**
for User Name and Password assistance

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<tbody>
<tr>
<td><strong>309-694-5457</strong></td>
<td></td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>7 am – 6:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7 am – 4 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>4 pm – 8:30 pm</td>
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**Default Passwords for Students**

ICC Email: ICC_ _ _ _ _ (last five of SSN). The default won’t work if student or parent has logged in before. In that case, just call the Help Desk.

eServices: check email account they entered on application and their ICC email account for randomly generated password. If no email comes within 5 minutes, call Help Desk (694-5457).

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