



STUDENT TECHNOLOGY – KICK START

This is a technology kick start information pack with basic Information Technology functions that a MVCC Student may use while taking classes (including student email, Blackboard, SIRS, DegreeWorks, Ellucian Go and more)

LOCATIONS: There is a Helpdesk on each campus.

UTICA: AB 137

ROME: PC 102i

HOW TO CONTACT US:

EMAIL: helpdesk@mvcc.edu

PHONE: (315) 731-5711 – Utica Campus

(315) 334-7715 – Rome Campus

SIGNING ONTO THE COMPUTER:

- **USERNAME:** Your first initial, your entire last name and the day of your birth
- **PASSWORD:** Your last four digits of your Social Security Number or last four digits of your M Number.

Example: John Smith - born Jan 7th, his username is jsmith07 and password 1234.

SIGNING ONTO BLACKBOARD:

Go to www.mvcc.edu. Click on “CURRENT STUDENT” tab at top, then click on Blackboard icon.

- **USERNAME:** Your first initial, your entire last name and the day of your birth
- **PASSWORD:** Your last four digits of your Social Security Number or last four digits of your M Number.

Example: John Smith - born Jan 7th, his username is jsmith07 and password 1234.

EMAIL USERNAME/PASSWORD:

- **USERNAME:** Your first initial, your entire last name and the day of your birth
- **PASSWORD:** Your last four digits of your Social Security Number or last four digits of your M Number.

Example: John Smith - born Jan 7th, his username is jsmith07 and password 1234.

ACCESSING EMAIL:

You can either access your email on the mvcc.edu website or on your smart phone:

A) BY WEBSITE:

- 1) Open a web browser and go to www.mvcc.edu
- 2) Click on Current Student tab
- 3) Click on the EMAIL icon.
- 4) Sign in with your username/password

(Please note to only put in your username and not the full email address in the username field.)

B) SET UP EMAIL ON YOUR SMARTPHONE:

You will want to use Microsoft Exchange (ActiveSync) or Corporate Email Icon on the email setup wizard on the phone. (Usually under accounts)

Once in the wizard, the information you will need is:

- **EMAIL** : your student email
(Example: jsmith07@student.mvcc.edu)
- **USERNAME** : your username (example: jsmith07)
- **PASSWORD** : your password (example: last four digits of social security number or last 4 of M student number)
- **DOMAIN** : mvccclabs.edu
- **EXCHANGE SERVER** : studentmail.mvcc.edu

ACCESS YOUR MVCC INFO VIA : Ellucian GO

Ellucian GO lets you access your account, schedule, grades, class cancelations and more!

- 1) Just download and Open **Ellucian GO**
- 2) Select : Mohawk Valley Community College – MVCC
- 3) Sign in with your SIRS login Credentials
(M number as username and your 6 digit SIRS PIN as your password)

HOW TO LOG INTO SIRS:

(Student Information and Registration System):

Go to www.mvcc.edu. Click on CURRENT STUDENT TAB and select the Banner Icon.

USERNAME: Your username is your student M number

PASSWORD: This is a 6 digit pin that you would of received from the Registrar's Office.

DEGREEWORKS AND YOU:

IN SIRS, you can access DegreeWorks.

Information you can look up in DegreeWorks:

Who is your Advisor, Grade Point Average (GPA), Plan of Study, Financial Aid Status, Final Grades, Degree Progress (classes: taken, currently enrolled and need to take), DGV and information when switching or adding a second major (classes that apply and what you still need to take).

SIGNING ONTO WIFI:

- 1) Log onto the MVCC-PUBLIC WIFI connection.
- 2) Open web browser
- 3) Enter Username/Password (Same as your email account)

IF MVCC.EDU BECOMES TEMPORARILY UNAVAILABLE:

You may still access the following internal web-based services:

- **SIRS** : <http://bannerweb.mvcc.edu/>
- **BLACKBOARD** :
<http://mvcc.blackboard.com/webapps/portal/frameset.jsp>
- **STUDENT E-MAIL** : <https://studentemail.mvcc.edu>

SAVE YOUR FILES ON THE H DRIVE:

Students are provided a network drive (H drive) to save your work to. It will be secure and backed up every night on our servers.

** Please note: Things saved on the “C Drive” will be deleted when the computers are rebooted daily. Make sure to save on either your student H folder or a USB Stick.

Sensitive/Private college data* should never be saved on the C drive. **Always save to your H Drive!**

ACCESSING YOUR H DRIVE FROM OFF CAMPUS:*

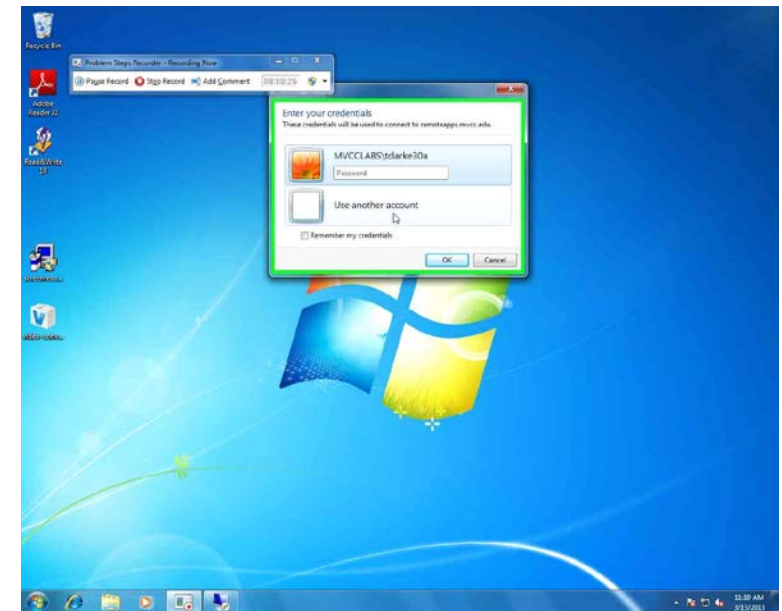
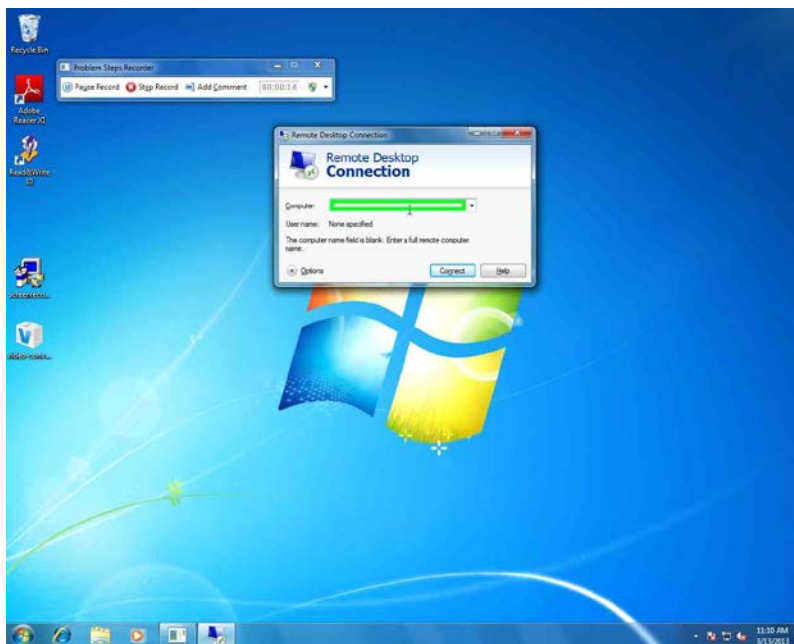
- 1) Click on the Windows Button in the bottom left corner of the screen
- 2) Click on All Programs
- 3) Click on Accessories
- 4) Click on Windows Explorer
- 5) In the top address bar, type:
“ftp://student-serv.mvcc.edu”
- 6) A box will pop up asking for your username and password (The username/password is the one you use to log onto computers and email)
- 7) You should now be logged onto your account
*NOTE: If you are not in your account but see a listing of folders, select the folder with your name and double click on folder.
- 8) Once your folder is open, files can be copied from your network folder to your own computer or you can copy files from your computer to your folder

Please Note: You cannot directly save to your network space remotely, you must copy to your computer, open the file to work on it, save it on your computer and then copy it back over to your network space.

*** Sensitive/Private data should not be transmitted from or received from off-campus.**

ACCESSING REMOTE SERVER OFF CAMPUS:

1. Click on the Windows Button in the lower left corner of your screen
2. Click inside the Search Programs and Files Box
3. Type “mstsc” inside the Search Programs and Files Box and press the Enter key
4. The Remote Desktop Connection Screen will appear
5. Click inside the Computer Box (highlighted below) and type “remoteapps.mvcc.edu”
6. Click “Connect”



7. Click on Use Another Account.
8. In USERNAME Field, Type: mvcclabs\- 9. And type in your Password
** (Username/password are the same as you use to log onto computers/email)
- 10. Click “OK”
- 11. Upon successful logon, “MVCC Terms of Use” will appear, click on “I Accept.” You should now be able to access the programs you need.
- 12. Log off server when finished, by clicking start and sign-out.