# ACE INSTRUCTOR BOOKLET

How to:

Log in to your MyCCC Account Log in to Blackboard View a Class List Enter Final Grades

# How to Log into MyCCC for the First Time

USER NAME: jgiorda1\_\_\_\_\_

PASSWORD: \_\_\_\_\_

COLLEGE ID #: \_\_\_\_\_C00198481

 Open an internet browser (Safari, Chrome, Internet Explorer, Mozilla Firefox, Microsoft Edge, or etc.) from the computer and then type in <u>https://myccc.corning-cc.edu</u> then press **Enter** or **Go** on the keyboard.

This is what it will look like from a computer browser:

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edu

2. When the MyCCC logon screen is displayed, it will ask for a **User Name** (included in your letter) and Password. Type in your supplied username and your 6-digit date of birth (mmddyy), then click or tap the **Sign In** button



3. Once logged on, the system will direct you to change your password. Type in your <u>6-digit date of birth password in the current password</u> box then type in a **new password and confirm that new password**. Click or tap on the **Save Changes** button. Note: the new password does need to meet the password requirements which are identified on this display.

Corning community college         State University of New York    Password Change Required The system administrator requires you to change your password before proceeding to the portal.					
Please enter you Current password: New password: Confirm password:	ur current password and ne	w password	Password Requirements	<ul> <li>Minimum password length is 8.</li> <li>Maximum password length is 40.</li> <li>Password must contain a letter</li> <li>Password must contain a digit</li> </ul>	
			ellucian = 437	Save Changes	

4. If the password is successfully changed, a message will show prompting "Click here to proceed". Proceed as directed.

State University of New York						
Password Change Required The system administrator requires you to change your password before proceeding to the portal.						
Please enter your current password and new password	Password Requirements	Minimum password length is 8.				
Current password:		<ul> <li>Maximum pass word length is 40.</li> </ul>				
New password:		Password must contain a letter				
Confirm password:		Password must contain a digit				
Your account data has been successfully updated. Click here to proceed		Save Changes ellucian <sub>**</sub> 4375 Fair Lakes Court, Fairfax, Virginia 22033, USA				

5. The next page that will display is the security questions page. Four security questions need to be answered. Default questions or personal questions can be used. After answering the questions click or tap on the **Submit Setup** box.

Corning community college State University of New York		
Secret Questions and Answers Setup		
You are required to setup your secret questions and answers because you have not pr	eviously done so.	
The secret question and answer pairs that you supply can be used to login if you forge	t your password. The questions and	answers that you provide should be difficult for others to guess.
The following question and answer constraints are in place:		
<ul> <li>The minimum number of valid question and answer question pairs that are required.</li> <li>The minimum number of significant characters in a user-defined question is: 10</li> <li>The minimum number of significant characters in an answer is: 3</li> <li>Answers are not case sensitive (when answering the questions different upper a Whitespace in answers is not significant (when answering the questions a different Duplicate answers are not allowed.</li> </ul>	ired is: 3 nd lower case characters may be su nn number of space characters may	pplied). be supplied).
Login Password:		
Questions	Answers	
What was your first pet?		
What is your fathers middle name?		
What city/town were you born in?		
What High School did you attend?		
Pick your own question		
	Submit Setup Cancel	
		<b>ellucian</b> - 4375 Fair Lakes Court, Fairfax, Virginia 22033, USA

6. Upon successfully submitting the questions and answers, click or tap on "Click here to continue" to proceed to the MyCCC welcome page.

State University of New York	
Secret Questions and Answers Setup Success You have successfully setup your secret questions and answers.	
Click here to continue.	<b>ellucian</b> <sub>10</sub> 4375 Fair Lakes Court, Fairfax, Virginia 22033, USA

## HOW TO LOG IN TO BLACKBOARD AND YOUR CCC EMAIL ACCOUNT

Log into your MyCCC account by going to myccc.corning-cc.edu.

			My Banner Blac	kboard Emai/C
Welcome Student Employee Faculty			Search	
MyCCC Links	Campus & Personal Announcements		information Technology	
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nis is the opening	page once you have successfull	y logged in to yo	ur MyCCC accoun	t.

## HOW TO VIEW A CLASS LIST OR ENTER YOUR FINAL GRADES

Personal Information Student Services & Financial Aid Faculty & Advisor Finance

Main Menu  Personal Information Uddte addresses, contad information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile. Student & Financial Aid Apply for Admission, Register, View your academic records and Financial Aid  Faculty & Advisors Enter Grades and Registration Overrides, View Class Listi and Student Information Employee Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data. Finance Create or review financial documents, budget information, approvals. Ethnicity Survey	Search	ACCESSIBILITY	SITE MAP	HELP	EXIT
Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile. Student & Financial Aid Apply for Admission, Register, View your academic records and Financial Aid Faculty & Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information Employee Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data. Finance Create or review financial documents, budget information, approvals. Ethnicity Survey	Main Menu				
	Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your d Student & Financial Aid Apply for Admission, Register, View your academic records and Financial Aid Faculty & Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information Employee Time sheats; time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data. Finance Create or review financial documents, budget information, approvals. Ethnicity Survey	irectory profile.			

**CLICK ON FACULTY AND ADVISORS** 



Personal Information	Student Services & Financial Aid	Faculty & Advisor	Employee	Finance	
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Search

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services

Student Information Menu Term Selection CRN Selection Faculty Detail Schedule Week at a Glance Detail Class List Summary Vast List Summary Wart List Midterm Crades Final Grades Registration Overrides Add or Drop Classes Look Up Classes Active Assignment S Assignment History Class Schedule Course Catalog Syllabus Information Office Hours Early Warning Web Application	
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Course Catalog Syllabus Information Office Hours Early Warning Web Application	Class Schedule
Syllabus Information Office Hours Early Warning Web Application	Course Catalog
Office Hours Early Warning Web Application	Syllabus Information
Early Warning Web Application	Office Hours
	Early Warning Web Application

This is the list of options available from the Faculty and Advisor menu.

You must first choose the term that you want to be working on.

In order to see your class lists, choose Summary Class List.

#### GRADES

-In order to Enter Grades, choose Final Grades.

#### **Grades Continued:**

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Enter Section Identifier (CDN) Directly 1
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If you are teaching more than one course, use the drop down arrow to choose the correct class for which you would like to work with and hit the Submit button.

### **Grades Continued:**

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Most Visited 🛞 Getting Started 📐 Latest Headlines 🛞 Pin It	
My corning community college	
State University of New York	
Personal Information Student Services & Financial Aid Faculty & Advisor Employee	Finance
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Final Grade Worksheet	
Finter final grades and last attendance date and hours. If Confidential appears next to	a student's name, the personal information is to be kept confidential.
Course Information Accounting Practices - ACCT 1000 Y02	
CRN: 27520	
Course Start/End Date: 08/22/2016 to 12/18/2016	
Students Registered:	
Students Gradeu: 0	
$^{ m \Delta}$ Please submit the grades often. There is a 240 minute time limit starting at 03:4	46 pm on May 31, 2016 for this page.
Final Grades	
Record Number Student Name ID Credits Registration Status Gra	ade Rolled Last Attend Date Attend Hours Registration Number
1 Sanford, Deborah L. C00109475 4.000 **Registered** No	mm/DD/YYYY 0-999,99
May 31, 2016	
Submit Reset	
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[ Term Selection ]	CRN Selection   Class List   Faculty Detail Schedule   Mid-Term Grades   Student Menu   Summary Class List ]
ou would then choose the grade the students e	earned by clicking on the drop down arrow.
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would ONLV enter the Last Attend Date IF a	student earned an "F" grade
ou would onter enter the Last Attenu Date IF a	Student camed all r glade.

Then you would click Submit and your grades should be entered.