



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).

HELPDESK LOCATIONS:

UTICA : AB 155

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 ON CAMPUS:

- **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 Student M Number.

Example: John Smith, born Jan 7th - 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 Student M Number.

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

For Q&A's on General Technical Question regarding Blackboard:

<https://www.mvcc.edu/academics/online/general-tech-questions.php>

For additional help with Blackboard issues:

<https://www.mvcc.edu/academics/online/tech-support.php>

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 Student M Number.

Example: John Smith, born Jan 7th - 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 STUDENT EMAIL icon.
- 4) Sign in with your username/password

(Note: 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 Student M Number)
- **DOMAIN** : mvccclubs.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) Download and Open **Ellucian Go** from your Apps Store (It's free!).
- 2) Select : "Mohawk Valley Community College – MVCC".
- 3) Sign in with your SIRS login credentials.

(Username: Student M Number - Password: your 6 digit SIRS PIN)

HOW TO LOG INTO SIRS:

(Student Information and Registration System):

Go to www.mvcc.edu. Click on CURRENT STUDENT tab and select the SIRS 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.

SIGNING ONTO THE WIFI ON CAMPUS:

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

DEGREEWORKS AND YOU:

IN SIRS, you can access DegreeWorks.

Information you can look up in DegreeWorks:

Who your Advisor is, Grade Point Average (GPA), 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).

SAVE YOUR FILES ON THE H DRIVE WHILE ON CAMPUS:

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. You must be on campus to access your H drive.

** Note: Files 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!**