



## Login to NIACC Lab Computers, Student E-mail, ANGEL, WebAdvisor or Wireless

You have one username and password to access most of your accounts.\* We call this the “network account”. In most cases, your Username or User ID is your first initial, middle initial and entire last name. For example Joe D. Smith’s Username is JDSMITH or jdsmith (either upper or lower case). Some User IDs have a number at the end. If yours does not work you will need to contact the Help Desk.

Use the following formula for your password:

- first character of your first name in upper case,
- first character of your last name in lower case.
- two dollar signs (\$\$)
- the last four digits of your Social Security #.

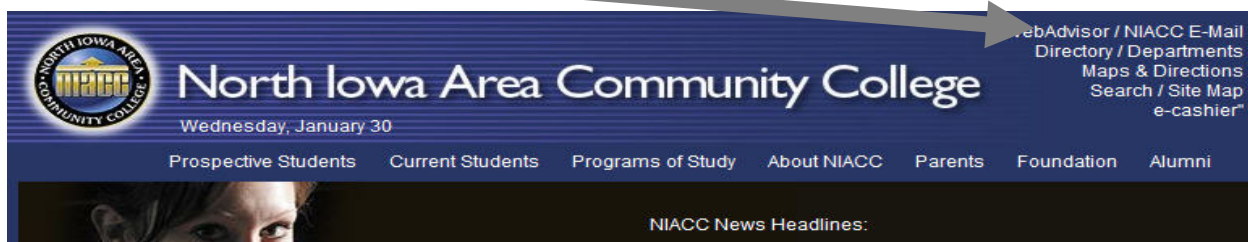
Such as - Js\$\$1234 (this is just an example)

\* Some academic programs such as Information Technology or Industrial Division courses may require an additional account for specific lab access.

## NIACC Lab Computers

To log on the computer press the Ctrl-Alt-Delete keys and use the instructions above.

## Student E-Mail



The login for student e-mail is the same as the login in to a lab computer. First log on to a computer, open your web browser (such as Internet Explorer, etc.), go to NIACC’s home page at <http://www.niacc.edu>, click on NIACC E-Mail, click Student E-mail, enter your User ID and Password - the same that you used to log in to a NIACC lab computer (see instructions above).

Your NIACC e-mail address is your userid@niacc.edu such as jdsmith@niacc.edu.

## Changing Password

To change your Lab Computer/E-Mail/ANGEL/WebAdvisor/NIACC Wireless password you must first be logged in to a NIACC lab computer. After logging in - click Ctrl-Alt-Delete, then click the Change Password button and fill in the boxes. Passwords must have at least 8 characters and include at upper case and lower case letters and a number or a symbol. Please write down your new password in a safe place. You can not change your password if you are off-campus, but you can call the Help Desk to have it reset or unlocked: 866-614-5020

## Sharing Login Information

It is a violation of NIACC’s Student Conduct Code to share your login information and password with other individuals (including a parent). If you give your User Id (username) and password to another person you could be subject to disciplinary action (see the Technology Policy in the Student Handbook).

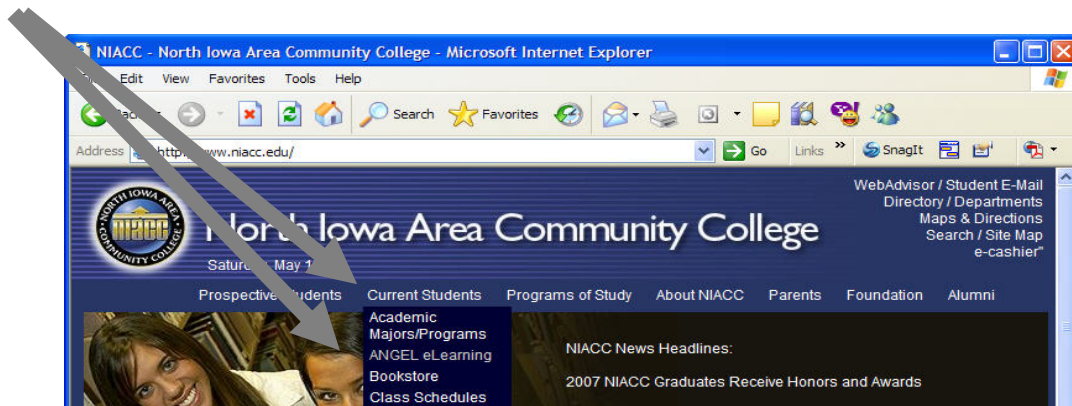
WebAdvisor, ANGEL and NIACC Alerts – See next page...

**WebAdvisor** – To get your class schedules, grades and financial aid award information.



Log on to a computer, open your web browser (Internet Explorer, etc.), go to NIACC's home page at <http://www.niacc.edu/>, click on WebAdvisor. Click the Log In link at the top of the page. Enter your network User ID and password. The User ID MUST be all lower case.

**ANGEL eLearning** – For most, but not all, online courses and some face-to-face courses.



Most (but not all) NIACC online classes use NIACC's ANGEL eLearning online course application. It is also used for some face-to-face classes. Go to NIACC's home page at <http://www.niacc.edu/>, click on Current Students and then ANGEL eLearning. Click the link to Log on to ANGEL. Enter your network Username and Password – the same as you use for logging in to the NIACC lab computers/e-mail (see previous instructions).

### **NIACC Wireless**

Wireless Internet access is available in all campus buildings and most public spaces. Turn on your laptop computer. Make sure that the wireless is turned on. Search for available networks and connect to NIACC-GUEST. Open your web browser and you should be directed to the login screen for Internet access. You must use your network username and password to log in.

**HELP Desk** - If you need technical assistance please call 1-866-614-5020 or see additional instructions at [www.niacc.edu/helpdesk/](http://www.niacc.edu/helpdesk/). Technical Support is available by phone 24 hours every day/

**NIACC Alerts** – This is NIACC's emergency text message system.

All students are added to NIACC Alerts for email at the beginning of each semester, but you must log in to set up your cell phone to receive emergency text messages. To receive notices of campus closings due to weather or campus emergencies please see the instructions at <http://www.niacc.edu/niaccalerts/>. Your NIACC Alerts username is your entire NIACC email address. The password is likely different from your network account password.