

# How Do I Log On?

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## NIACC Lab Computers

To log on the computer press the Ctrl-Alt-Delete keys.

In most cases, your User Name or User ID is your first initial, middle initial and entire last name. For example Joe D. Smith's User Name is JDSMITH or jdsmith (either upper or lower case). Some User IDs have a number at the end.

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)

## 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. Enter your User ID and Password - the same that you used to log in to a NIACC lab computer. If you are checking your e-mail from off-campus and have never logged in to a NIACC lab computer your e-mail password is - 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)

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

## Changing Password

To change your Lab Computer, E-Mail and ANGEL password you must first be logged in to a NIACC lab computer. Click Ctrl-Alt-Delete and then click the Change Password button and fill in the boxes. Please write it down in a safe place. You can not change your password if you are off-campus, but you can fill out the form at <https://www.niacc.edu/ssl/websupport.htm> to have it changed. If you change your lab computer, e-mail and ANGEL password it does not change it for WebAdvisor (see next page)

## Sharing Login Information

It is a violation of NIACC's Student Conduct Code to share your login information and password with other individuals. If you give your User Id (username) and password to another person you could be subject to disciplinary action.

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

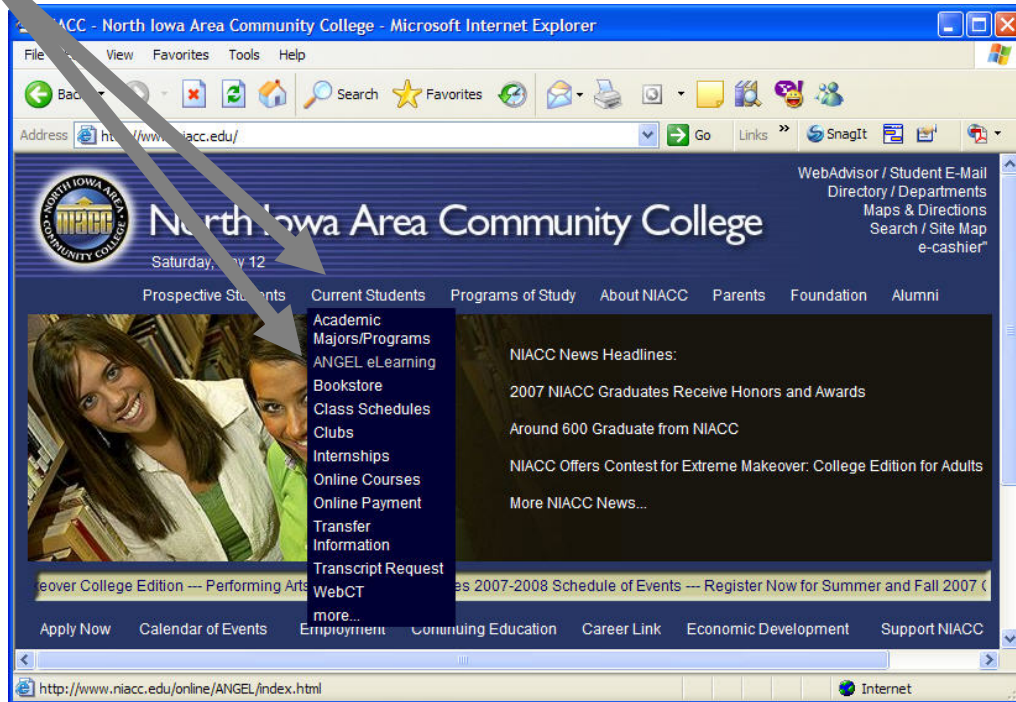
**WebAdvisor** – To get your class schedules, grades and financial aid award information.



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 User ID and Password. In most cases, your User ID is your first initial, middle initial and entire last name all lower case. For example Joe D. Smith's User ID is `jdsmith`. The password for WebAdvisor is the last six digits of your Social Security Number. You will be asked to change your password the first time that you log in. Please write it down in a safe place.

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



Most NIACC online classes will 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> and click on Current Students and then ANGEL eLearning. Click the link to Log on to ANGEL. Enter the same Username and Password as you use for logging in to the NIACC lab computers and for NIACC e-mail (see previous instructions). **Please note** – If you change your password in a computer lab it will change for ANGEL also.

If you need technical assistance please fill out the support form at <https://www.niacc.edu/ssl/websupport.htm>

**NIACCAlerts** – This is NIACC's emergency text message system. To receive notices of campus closings due to weather or campus emergencies please see the instructions at <http://www.niacc.edu/niaccalerts/>