MVCC
MOHAWK VALLEY COMMUNITY COLLEGE

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, Brightspace, MyMV and more).

HELPDESK LOCATIONS:

UTICA : AB 155

ROME : PC 128G

HOW TO CONTACT US:

EMAIL : helpdesk@mvcc.edu

PHONE : (315) 731-5711 – Utica Campus

(315) 334-7715 – Rome Campus

EMAIL USERNAME/PASSWORD:

- **USERNAME:** Your email address - your first initial, your entire last name, the day of your birth, @student.mvcc.edu (jsmith07@student.mvcc.edu).
- **PASSWORD:** Your last four digits of your Social Security Number or last four digits of your Student M Number. It will expire upon login and will prompt you to change your password. The new password will be for email, logging into the campus computers, logging onto campus wifi, and Brightspace.
- **NEW PASSWORD RULES:** The new password needs to be at least 8 characters long, have at least one capital letter, one number and one special character.

ACCESSING EMAIL:

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

B) SET UP EMAIL ON YOUR SMARTPHONE:
You will want to go to the App Store/Play Store and download the Microsoft Outlook App. Once it's downloaded, sign in using your MVCC Student Email:

- **EMAIL** : your student email
  (Example: jsmith07@student.mvcc.edu)

- **PASSWORD** : your student email password

ACCESSING OFFICE 365 APPS:

You can log into https://portal.office.com or sign into MyMV

- **USERNAME:** Your MVCC student Email
  (example: jsmith06@student.mvcc.edu)

- **PASSWORD:** Your email password

SIGNING ONTO MyMV:

You can access the MyMV portal on your computer under Current Student tab on mvcc.edu or download it from the app store for your mobile devices.

- **USERNAME:** Your MVCC student Email
  (example: jsmith06@student.mvcc.edu)

- **PASSWORD:** Your email password

- Once you sign in, click the "Discover More" button. You will be greeted with a series of "cards", each with their own unique purpose. These cards can be bookmarked on your Home Page to help customize your experience.

- You will need to use the Student Self-Service Card and Financial Aid Card to access your grades, register for classes, and accept Financial Aid.

- You can access Degree Works Card to view your Advisor, Grade Point Average (GPA), Final Grades, and Degree Progress.

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) Username is full email address. Password is your email password.

WHERE TO SAVE YOUR FILES:

1) Students are provided with a network drive (S drive) to save your work when you are on campus. It will be secure and backed up every night on our servers. You must be on campus to access your S drive.
2) Students are also provided 1T space on OneDrive. Sign in One Drive with your MVCC student Email and student Email password. This can be accessed off campus by going to OneDrive.com and signing in.

** Note: Files saved on the "C Drive" will be deleted when the computers are rebooted daily. Make sure to save on either your student S folder or a USB Stick.

Sensitive/Private college data should never be saved on an MVCC computer.

SIGNING ONTO THE COMPUTER ON CAMPUS:

- **USERNAME**: Your email address - your first initial, your entire last name, the day of your birth, @student.mvcc.edu (jsmith07@student.mvcc.edu).

- **PASSWORD:** Will be your email password.

If you haven't signed into email yet, it will be your last four digits of your Social Security Number or last four digits of your Student M Number. This password expires upon login, and will prompt you to change your password. (See Password Rules in Email section). This password will be for logging onto computers, email, Brightspace, MyMV and campus wifi.

SIGNING ONTO BRIGHTSPACE:
Go to www.mvcc.edu. Click on "CURRENT STUDENT" tab at top, then click on Online Learning (BB,D2L) icon.

- **USERNAME:** Your MVCC student Email
  (example: jsmith06@student.mvcc.edu)
- **PASSWORD:** Your email password

FOR HELP WITH BRIGHTSPACE ISSUES:

IN PERSON - Tabitha Carter PH392 or Norma Chrisman PH379

CHAT LINE- available M-F 7:30 am – 5pm
Clicking on the ⬜ icon on the top right of the MVCC Website or go to: http://messenger.providesupport.com/messenger/mvcc.html

EMAIL - online@mvcc.edu