

# **Welcome New Students**

**Please take 10-15 minutes to go through this presentation so that you are able to access your student account. You may want to print this out for your records.**



**Nashua  
Community  
College**

# Important Information

- **As an NCC Student, it is your responsibility to know how to login to your Student Information System (SIS) Account.**
- **This is how you access everything relating to your student account at NCC. You will find your class schedule; textbook information; Blackboard and Email usernames; grades; tuition bill; financial aid information; links to pay for classes, etc.**
- ***NCC will not print out your schedule for you nor will we mail you grades or tuition bills.***
- **The following pages explain in detail how to access your SIS Account.**

# Your lifeline to NCC

**Our website: <http://www.nashuacc.edu>**

Nashua Community College

Home | Apply | Register | Calendars | Blackboard | Download Forms | Form 1098-T

Search Site Search Entire NCC Website

ACADEMICS FINANCIAL AID ADMISSIONS **eSERVICES** NEWS / EVENTS ABOUT

Future Students  
Current Students  
WNCC Radio  
Alumni & Friends  
Business & Industry  
Faculty & Staff  
Online Orientation  
Information Sessions  
Course Registration

**Academic Advising Center Walk-in Registration!**  
Registration hours for new and returning students begin Monday, January 9, 2012 between the hours of 9:00am and 2:00pm. [Learn More](#)

Knowledge for the Journey

From the moment you arrive at Nashua Community College, you'll experience an energetic environment that's friendly, welcoming and just the right size!

REQUEST INFORMATION

APPLY ONLINE

NCC News 31 Calendar Online Learning Featured Programs


**CareerFocus Magazine Online**  
Nashua Community College's Career Focus Magazine is now available online. Featured articles include NCC's Culinary Arts Program. [Read More](#)

## eSERVICES Tab

- Blackboard
- Online Learning
- Easy Login
- Student Email
- SIS Course Schedule
- SIS Secure Login
- eCashier
- NCC Alerts

# NCC Student Information System (SIS)

HELP | EXIT

 Please enter your user Identification Number (ID), which is your Student ID Number, and your Personal Identification Number (PIN). If you cannot login or have forgotten your ID and/or PIN, please click on "help" for someone to contact for assistance. When you are finished with your transaction, please Exit and close your browser to protect your privacy.

If you have forgotten your SIS PIN, enter your NCC ID# then click the Forgot SIS PIN? button. You may also access the SIS using your EasyLogin username and password instead of your NCC ID# and SIS PIN. If you do not know your NCC ID# or EasyLogin information contact: [NCCHelp@ccsnh.edu](mailto:NCCHelp@ccsnh.edu)

**Online registration for Summer and Fall will be open April 16th for current students enrolled in degree or certificate programs.**

**Nashua Community College no longer sends paper bills. E-bills are sent via student email. You can login to SIS to check your student account anytime you wish. Tuition is due two weeks prior to the start of the semester.**

NCC ID#:

SIS PIN:

Login


RELEASE: 8.5

**Your Student ID Number—  
@12345678**

**6 Digit PIN Number—MMDDYY  
Example: 072793**

**You can find your Student ID Number on your Acceptance letter, your Accuplacer results or your Registration form. Your PIN # is your six digit date of birth. Ex: If your date of birth is July 27, 1993; your PIN is 072793.**


# Changing Your PIN



**Personal Information** ▾ **Student**

Search

## Change PIN

 Enter your old PIN and your new PIN. Re-enter your new PIN for verification. Your PIN must be numeric and 6 digits long. When finished, click [here](#).

If you have any questions concerning your PIN please click on "help" for someone to contact for assistance.

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

**RELEASE: 8.5**


**The first time you login, the SIS might ask you to change your PIN since everyone's PIN is their six digit date of birth. You must change it to another six digit number you can remember to ensure the security of your account.**

# Security Question

**Personal Information** **Student**

Search

---

 Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

**Question:**

**Answer:**







**RELEASE: 8.5**

Please choose a security question from the drop down menu and choose an answer you can easily remember. This will help you login should you forget your PIN.



# NCC Alerts

Do you want to know if school is cancelled because of the weather?...Then this is for you!



**Personal Information** | Student | Financial Aid

Search

**Sign up to receive either a phone call, text message or email alert when classes are cancelled**

## NCC Alerts Information (Emergency Notification System)

This emergency notification system helps ensure rapid and reliable mass communication to students, faculty and staff in the event of a weather closure/delay, crisis, or emergency situation. For more information about NCC Alerts, click [here](#).

**By default, emergency notifications will be sent to your student email address.**

You will not receive Emergency System Notifications if you are not registered for classes.

**New Users:** Enter your contact information below. When you are done click the Confirm button.

**Returning Users:** Verify, update or remove contact information below. If you choose to opt out, be sure all contact data has been removed before checking the Opt-Out checkbox. When you are done, click the Confirm button.

<b>Personal Email Address:</b> (*Not Your CCSNH Student Email)	<input type="text"/>	<b>Main Contact Number:</b> (*Select 1)	<b>TTY/TDD Device:</b> (*Hearing Impaired Device)
<b>Mobile Phone:</b> Area Code: <input type="text"/> Number: <input type="text"/>		<input type="radio"/>	<input type="radio"/>
<b>Home Phone:</b> Area Code: <input type="text"/> Number: <input type="text"/>		<input type="radio"/>	<input type="radio"/>
<b>Work Phone:</b> Area Code: <input type="text"/> Number: <input type="text"/>		<input type="radio"/>	<input type="radio"/>
<b>Text Messaging:</b> Area Code: <input type="text"/> Number: <input type="text"/>			

**Note:** If you attend other Community College System of New Hampshire College(s), please be sure to enter your Emergency Notification Information in the other College(s) SIS as well.

**I choose to Opt-Out of the Emergency Notification System.**

# SIS Main Menu

The screenshot shows the SIS Main Menu interface. At the top, there are three tabs: "Personal Information", "Student", and "Financial Aid". Below the tabs is a search bar with a "Go" button. A yellow horizontal line separates the top navigation from the main content area. The main content area displays the user's name and ID: "John J. Jaguar, your Nashua Community College ID is: @12345678". Below this, there is a list of links for "Student EasyLogin Information", "NCC ALERTS Emergency Notification Information - Sign up for NCC alerts", "View E-mail Addresses", "View Addresses and Phones", "Update E-mail addresses", "View Emergency Contacts", "Update Emergency Contacts", "Change your SIS PIN", "Change your SIS Security Question", "View Ethnicity and Race", "Update Ethnicity and Race", "Name Change Information", "Social Security Number Change Information", and "Answer a Survey".


**Personal Information** **Student** **Financial Aid**

Search

**Personal Information**

---

**John J. Jaguar, your Nashua Community College ID is: @12345678**

[Student EasyLogin Information](#)  
 [Emergency Notification Information - Sign up for NCC alerts](#)  
[View E-mail Addresses](#)  
[View Addresses and Phones](#)  
[Update E-mail addresses](#)  
[View Emergency Contacts](#)  
[Update Emergency Contacts](#)  
[Change your SIS PIN](#)  
[Change your SIS Security Question](#)  
[View Ethnicity and Race](#)  
[Update Ethnicity and Race](#)  
[Name Change Information](#)  
[Social Security Number Change Information](#)  
[Answer a Survey](#)

**There are three tabs at the top: this is how you access each section of SIS**

**In the Personal Information section, you can view and update your personal information. More importantly, this is where you find your NCC Blackboard and Email Username through the EasyLogin process.**



# What is EasyLogin?

- EasyLogin is a process that enables you to have the same username and password to login to the SIS Secure Area, Blackboard and NCC Student Email.
- The SIS System will show you what your username and temporary password is in the Personal Information Menu.
- You will use this information to login to the EasyLogin website.
- There you will create a password you will remember and answer two security questions. **You will only have to go through this process once.**
- With this username and password in place, you can go back to the SIS System.

# EasyLogin Information

In order to find your Blackboard and Email Username, you must go through the EasyLogin process

The image is a screenshot of a web page titled "EasyLogin Information". At the top, there are navigation tabs for "Personal Information", "Student", and "Financial Aid". Below the tabs is a search bar with the text "Search" and a "Go" button. In the top right corner, there are links for "SITE MAP", "HELP", and "EXIT". A horizontal yellow line separates the header from the main content. The main content area has the heading "EasyLogin Information Page". Below this heading is a paragraph of text: "Your EasyLogin information is displayed below. Use it to access your Email, Blackboard, Student Information System (SIS) and Library Services accounts. (Please Note: Returning students who have previously changed their student email password from the default should use that password in place of the EasyLogin default password that is displayed below). **Be sure to click the Activate/Manage EasyLogin link below to set up your EasyLogin Security Questions.**" Below this text, there are two lines of information: "Your EasyLogin username is: JJaguar123" and "Your EasyLogin password is: 000000". Below these lines is a horizontal line, and then a row of links: "[ Activate/Manage EasyLogin Account | Check Student Email | Forgot EasyLogin Password? ]". In the bottom left corner, there is the text "RELEASE: 1.0.0". There are three callout boxes with arrows pointing to specific elements: one pointing to the username "JJaguar123", one pointing to the "Activate/Manage EasyLogin Account" link, and one pointing to the password "000000".

Personal Information Student Financial Aid

Search  Go

SITE MAP | HELP | EXIT

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## EasyLogin Information Page

Your EasyLogin information is displayed below. Use it to access your Email, Blackboard, Student Information System (SIS) and Library Services accounts. (Please Note: Returning students who have previously changed their student email password from the default should use that password in place of the EasyLogin default password that is displayed below). **Be sure to click the Activate/Manage EasyLogin link below to set up your EasyLogin Security Questions.**

Your EasyLogin username is: JJaguar123  
Your EasyLogin password is: 000000

---

[ [Activate/Manage EasyLogin Account](#) | [Check Student Email](#) | [Forgot EasyLogin Password?](#) ]

RELEASE: 1.0.0

**Username for SIS, Email & Blackboard**

**Click here to begin the EasyLogin Process**

**The password here is a temporary one to first login to EasyLogin. You will change it to something you can remember on the EasyLogin website.**

# EasyLogin—First Step



**EasyLoGin**      **Forgot your EasyLogin password?**  
**Change your EasyLogin password**

---

**Welcome to the EasyLogin Portal**

New users: Log in using the default EasyLogin user name and password found in your SIS account.

Returning users: Enter your current EasyLogin user name and password (this is the same as your email user name and password).

Logging in allows new users to activate their account and returning users to manage their account.

EasyLogin User Name:

Password:

Log on to:

**Enter in the username and the default password that were given to you in the SIS System**

# EasyLogin—Step 2

EasyLoGin

Welcome,  
jjaguar123  
[Sign Out](#)  
| [Personalize](#)

[Change Password](#)

[Manage Q&A](#)

## Change Password

Enter Old Password

Enter New Password

Confirm the New  
Password

OK

Enter the default password that you just logged in with and then create a new password that you will remember

### Password Requirements:

- ✔ The minimum number of days you must use a password is 0
- ✔ The maximum number of days in which you may use a password is 120
- ✔ The minimum number of characters allowed in your password is 6
- ✔ The passwords you cannot reuse are any of your previous 3
- ✔ Passwords must contain a combination of at least three of the following: upper case letters, lower case letters, numbers, special characters (such as underscores, spaces and punctuation)

# EasyLogin—Step 3



Welcome,  
jjaguar123  
[Sign Out](#)  
| [Personalize](#)

[Change Password](#)

[Manage Q&A](#)

Choose two security questions and answers that you will remember in case you forget your password

## User Registration Screen

Configure the Security Questions and Answers that you will be asked during password reset/account unlock operations

The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

### Questions

### Answers

### Confirm Answer

#### Questions Set by your Administrator :

-----Please Select a Question-----



-----Please Select a Question-----



Hide Answer(s)

Save

Once you have chosen a new password and security questions, hit save and then log out. Now you can use your EasyLogin username and new password to log into SIS, Blackboard and your NCC Student Email. YOU ONLY HAVE TO GO TO THE EASYLOGIN WEBSITE ONCE!



# Registration Menu

To see your schedule of classes, go to the student menu, and choose Registration. Click on Student Schedule by Day and Time.

**Personal Information** **Student**

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)


## Registration

---

**John J. Jaguar, your Nashua Community College ID is: @12345678**


- [Select Term](#)
- [Add/Drop Classes](#)
- [Look-up Classes to Add](#)
- [Student Schedule by Day & Time](#)
- [Student Detail Schedule](#)
- [Complete your Registration](#)

**To see your class schedule, meeting times and classroom locations**



**Set up a Monthly Payment Plan!**  
Before you click the eCashier or Quick Pay link, make a note of your Nashua student ID.  
**\*\*NEW Quick Pay\*\* Pay Your Tuition Bill in Full**

[Check Your Registration Status](#)



**\*NEW\* Order Textbooks**

RELEASE: 8.5.1

# Your Schedule

**Personal Information** **Student** **Financial Aid**

Search   [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

@12345678 John J. Jaguar  
Jan 06, 2012 10:05am

### Student Schedule by Day and Time:

Clicking on the course information will provide you with details of that class. If you have problems understanding your schedule, please click on "help" to contact the Registrar's Office.

Day schedules are subject to change up until the day classes start. Please check often.

Evening class room numbers may not be available until the first night of class. Please check on the date of your first class meeting. Room numbers will also be posted in or near the Continuing Education Office.

Go to (MM/DD/YYYY):

Previous Week **Week of Jan 23, 2012** (54 of 69) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	MTHN 099-E 20227 Class 8:00 am-8:50 am NNMAIN 208		MTHN 099-E 20227 Class 8:00 am-8:50 am NNMAIN 208		MTHN 099-E 20227 Class 8:00 am-8:50 am NNMAIN 208		
9am							
10am		LEXN 101-A 20209 Class 10:00 am-10:50 am NNMAIN 228					
11am							
12pm							
1pm		ENGN 101-A 20266 Class 1:00 pm-2:50 pm NNMAIN 311	ACCN 101-A 20034 Class 1:00 pm-1:50 pm NNMAIN 102	ENGN 101-A 20266 Class 1:00 pm-2:50 pm NNMAIN 311			
2pm	ACCN 101-A 20034 Class 2:00 pm-3:50 pm NNMAIN 210		ACCN 101-A 20034 Class 2:00 pm-3:50 pm NNMAIN 210				
3pm		BCPN 101-C 20042 Class 3:00 pm-4:50 pm NNMAIN 166		BCPN 101-C 20042 Class 3:00 pm-4:50 pm NNMAIN 166			
4pm							

Course Number  
CRN #,  
Time;  
Room #

Make sure the first week of classes is displayed. Click on the "Next Week" tab to get to the first week. You can click on each class to see more information.

# Detailed Schedule

## Sections Found

**Basic Legal Studies - 20028 - PLSN 101 - 1** ←

Course name

Associated Term: Spring 2012

Registration Dates: Nov 14, 2011 to Jan 09, 2012

Levels: Undergraduate

NCC Evening-Weekend Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

[\\*NEW\\* View Textbook Information](#) ←

Click here to view the  
Textbook Information for  
your class.

## Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 9:05 pm	MR	Nashua Main Campus 210	Jan 23, 2012 - Mar 10, 2012	Lecture	Robert A. Lubitz (P) 

Time class  
meets

Days  
class  
meets

Location  
of class

Dates  
class run  
from

Type of  
class

Professor's name  
and link to email  
address

Day codes: M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday;  
S=Saturday

# Textbook Information

Advanced Product Search

Books Technology

Home > Textbooks & Course Materials > ALL : Spring 2012 : BCPN : 101 : C

Shop By Category

**Books**  
Textbooks & Course Materials  
Digital Textbooks  
Health Science Books  
General Books



Course Material(s)

BCPN: 101: C  
2 Required Material(s)

**Course Name**

**Required Textbooks**

**Required Material(s)**  
 Select All - Automatically selects lowest price(s).

<input checked="" type="checkbox"/>	<b>Marquee: MS Word 2010 with Win 7 &amp; IE 8.0 (w/CD)</b>  Sorry, No Image Available Author: Rutkosky Edition: ISBN: 9780763837785	<input type="radio"/> Buy New [In-Stock] \$44.50 <input checked="" type="radio"/> Buy Used [In-Stock] \$33.50
<input checked="" type="checkbox"/>	<b>Technology in Action: Introductory (w/2 CDs)</b>  Author: Evans Edition: 8th ISBN: 9780131391581	<input type="radio"/> Buy New [In-Stock] \$129.00 <input checked="" type="radio"/> Buy Used [In-Stock] \$96.75

**ISBN #**

**Cost**

Home > Textbooks & Course Materials > ALL : Spring 2012 : ENGN : 101 : A

# Student Menu

Personal Information **Student** Financial Aid

Search

Student Records

We do not mail grades or tuition bills, so you must view them on the SIS in the Student Menu

John. J. Jaguar, your Nashua Community College ID is: @12345678

View Holds  
Midterm Grades  
Final Grades  
Grade Detail  
Academic Transcript  
Request Transcript  
View Status of Transcript Requests  
Account Summary by Term  
Account Summary  
Account Detail by Term  
[To set up a Monthly payment plan click here](#)  
Before you click the eCashier or Quick Pay link, make a note of your Nashua student ID.  
[To View or Pay your tuition bill in Full](#)  
Select Tax Year  
Tax Notification  
View General Student Information  
My Advisor

View Grades & Request Transcript

View Your Tuition Bill

Paying Your Tuition  
➤ Two Options

Find Your Advisor



# Tuition Bill


Personal Information **Student** Financial Aid

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

## Account Summary by Term

@12345678 John J. Jaguar  
Jan 06, 2012 10:15am

 This is your account summary by term. Anticipated third party contract payments, financial aid payments, and memo items may **NOT** be included in the summary.

All charges are subject to change without notification.

If you have any questions concerning your account, please click on "help" and contact the Business Office.

**I understand by registering for courses at Community College System of New Hampshire(CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.**

### Summary

Account Balance: \$2,546.00

#### Spring 2012

Detail Code	Description	Charge	Payment	Balance
NDFC	Day Comprehensive Fee	\$33.00		\$33.00
NDFI	Day Acad Instruction Fee	\$60.00		\$60.00
NDFW	Day Wellness Ctr Comp Fee	\$143.00		\$143.00
NDTU	Day Tuition	\$2,310.00		\$2,310.00
<b>Term Charges:</b>		\$2,546.00		
<b>Term Credits and Payments:</b>			\$0.00	
<b>Term Balance:</b>				\$2,546.00

**You will need this information to sign up for the payment plan through eCashier or to pay your tuition in full. It may be helpful to print this out for your records.**

# Financial Aid Menu

[Personal Information](#) [Student](#) [Financial Aid](#)

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

## Financial Aid

**John J. Jaguar, your Nashua Community College ID is: @12345678**

### [Financial Aid Status](#)

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

### [Eligibility](#)

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

### [Award](#)

View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

### [E-Mail University Financial Aid Office](#)

### [General Financial Aid](#)

[Financial Aid Application and Information Links](#)

RELEASE: 8.12

**This screen is where you can check your financial aid eligibility and the status of your grants and/or loans.**

# Tuition Payments

There are three ways you can pay your tuition bill at NCC:

1. Receive Federal Financial Aid in the form of grants, loans or work study. You must have a signed Financial Aid Award Letter turned in the Financial Aid Office before classes start.
2. Sign up for the monthly payment plan through eCashier, a third party company that handles our payment plan. There is a \$30 charge per semester to do this and it must be linked to a credit card or bank account. Payment will come out in either 3 or 4 monthly installments. This can be done on our website. You will need to know the full cost of your tuition for the semester before signing up.
3. Pay for your tuition in full. You can do this by cash, money order, check or credit/debit card in person, over the phone or by mail. Additionally, there are several links on our website and in the SIS System that allow you do this.

# Student Email

eServices tab on homepage

↳ Student Email

EasyLogin  
Username  
and  
Password

Your email address  
looks like this:

[jjaguar123@students.ccsnh.edu](mailto:jjaguar123@students.ccsnh.edu);

but you only need to enter in  
jjaguar123 when you login.

Microsoft

The  
COMMUNITY COLLEGE  
system of New Hampshire

Username: jjaguar123  
Password: ●●●●●●

Log On

Client (what's this?)  
 Premium  
 Basic

Security (what's this?)  
 Public or shared computer  
 Private computer

[Click here for e-mail help.](#)

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

# Blackboard Login

eServices tab on homepage  
↳ Blackboard

Check with your professor to see if they are using Blackboard for your class. It is used for all online courses, but is up to the professor whether or not they use it for a regular class.

EasyLogin  
Username  
and Password

Blackboard

Change Text Size High Contrast Setting

**Have an account?**  
Please enter your credentials and click the Login button below.

Username:

Password:

[Forgot Your Password?](#)

**Community College System of NH (CCSNH)**  
[Distance Learning Support Center](#) for answers to frequently asked questions  
[CCSNH Distance Learning](#) for 100% online course schedules, faculty/student information and resources for distance learning  
[CCSNH System website](#) for links to all CCSNH college websites

COMMUNITY COLLEGE system of New Hampshire

Great Bay Community College

LAKES REGION Community College

MANCHESTER COMMUNITY COLLEGE

Nashua Community College

NHTI Concord's Community College

RIVER VALLEY Community College

White Mountains Community College

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Accessibility information can be found at <http://access.blackboard.com>  
[Installation details](#)



# Sample Blackboard Homepage

The screenshot displays the Blackboard LMS homepage for user JOHN JAGUAR. At the top, navigation links include My Places, Home, Help, and Logout. The user's name is shown in a profile box. The main content area is organized into several modules:

- Tools:** Includes links for Personal Information, My Grades, User Directory, and Smarthinking.
- My Courses:** Lists the user's enrolled courses, currently showing ENGN101: English Composition.
- My Organizations:** States that the user is not currently participating in any organizations.
- My Announcements:** Shows no institution or course/organization announcements in the last 7 days, with a link to view more.
- My Calendar:** Shows no calendar events for the next 7 days, with a link to view more.
- My Tasks:** Shows no tasks due, with a link to view more.
- On Demand Help and Learning Catalog:** Provides information on the Blackboard Academic Suite and offers a link to the Quick Tutorials Catalog.
- Weblinks:** A vertical list of useful links such as 2012 Online Courses Schedule, 24/7 Online Support Center, and various Blackboard Online Tutorials for Faculty and Students.

The interface includes a 'Personalize Page' button and a 'Home' button in the top left corner.