

ACCESSING EMCC ONLINE RESOURCES

Before you can login to any system, you must activate your EMCC email address. **If you have not already done so or cannot remember your password, follow these instructions; otherwise, skip this section.**

1. From a web browser, go to my.emcc.edu
2. Click "Activate My Account" and enter the required personal information; the last 4 digits of your Social Security Number, your date of birth, and your EMCC ID number.
3. Answer recovery questions and create a password, following the required criteria: uppercase letter, lowercase letter, a number, and special character.
 - a. This will be your password for all EMCC logins; for computers on campus, your student email, MyEMCC, and Brightspace.
4. If you have previously activated your account but cannot remember your password, click "Forgot My Password," enter your username (typically formatted as firstname.lastname) then answer your recovery questions before changing your password.

Logging in to MyEMCC

MyEMCC is used for all records and registration information, from enrolling in classes to financial aid information.

1. Go to my.emcc.edu
2. In the top right corner, enter your username (firstname.lastname) and password, then click login

Logging in to Brightspace

Brightspace is a Learning Management System (LMS) which will be used by instructors for all classes, particularly for online and hybrid instruction.

1. Go to mcs.brightspace.com
2. Click the blue box that says "EMCC"
3. Enter your full student email address (firstname.lastname@student.emcc.edu) and password

Logging in to your student email

Your student email is managed through Microsoft granting you access to Microsoft office products (Word, Excel, Outlook, etc.) and can be used to communicate with both faculty and staff.

1. Go to office.com
2. Click "Sign in" in the top right corner
3. Enter your full student email address (firstname.lastname@student.emcc.edu) and password
4. Click "Outlook"
5. To access your student email on your phone, download an email application, such as Outlook, and login with the same credentials.
 - a. Note: Gmail will not work for signing into your student email

ACCESSING YOUR ONLINE NEW STUDENT ORIENTATION

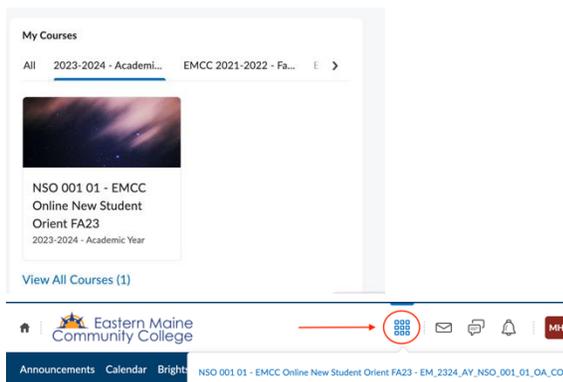
The EMCC Online New Student Orientation serves two purposes:

1. To introduce you to the resources, services, and people who will be critical to your college success.
2. To help you become familiar with Brightspace, the Learning Management System (LMS), which will be used by instructors for all classes, particularly for online and hybrid instruction.

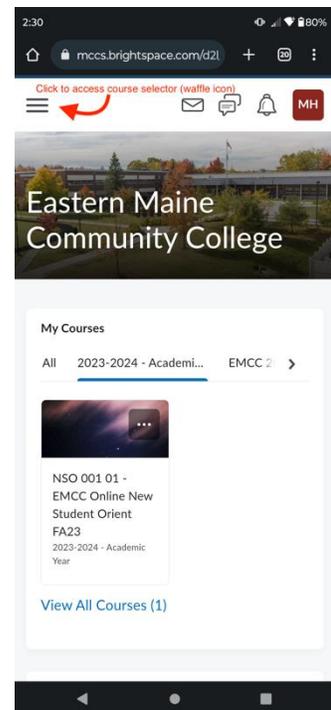
Follow the directions on the document **ACCESSING EMCC ONLINE RESOURCES** to activate your account, create your password and to login to Brightspace.

1. Go to mccs.brightspace.com
2. Login by clicking the blue “EMCC” button and entering your student email and password
3. Click on “EMCC Online New Student Orientation,” abbreviated “NSO”
 - a. The course can be found under My Courses or at the top of the page by clicking on the course selector (waffle icon)

Computer view:



Mobile View:



4. Watch the introductory NSO video presentation that appears on the homepage under announcements
5. Click “Content” on the blue navbar along the top of the page
6. Complete everything found under the Mandatory NSO Components module

You will receive an email to your EMCC email account when you have been registered for classes