Say Good-bye to *multiple* passwords and HELLO to EasyLoGin

It's as Easy as 1 - 2 - 3!

1. Access the Student Information System (SIS)

1. Visit www.nashuacc.edu and click on *Faculty & Staff* tab.
2. Select SIS Secure Login. Enter secure area.
3. Enter your NCC ID # - (Your ID is the 9-digit number beginning with the '@' sign or your SS#).
4. Enter your PIN - Your default PIN is your 6-digit birth day (mmddyy) OR the last six digits of your NCC ID#. If you do not know your NCC ID# or EasyLogin #, please e-mail: NCCHelp@ccsnh.edu.

> NCC ID#: _____
> New SIS PIN: _____

2. Obtain EasyLogin Account Information from the SIS

Your EasyLogin is used to access the SIS, Student E-mail, Blackboard and Online Library Resources.

1. Once logged into the SIS, at the Main Menu select Personal Information, then select Faculty EasyLogin Information. If created, your EasyLogin username will display.
2. Your EasyLogin password may be obtained by e-mailing NCCHelp@ccsnh.edu.

> EasyLogin Username: _____
> EasyLogin Password: _____

Note: EasyLogin passwords expire every 120 days! Be sure to enroll in the 24/7 password reset access as soon as you receive your EasyLogin username and password. (Step 3 below.)

3. Create EasyLogin Security Questions for 24/7 Password Reset

Once you receive your EasyLogin username and password, enroll in the 24/7 password reset access.

1. Go to NCC's homepage at www.nashuacc.edu and select the *Faculty and Staff* tab.
2. Select the Activate/Manage EasyLogin Account link.
3. Enter your EasyLogin username and password then create two security questions.

Once you enroll, you can use the "Activate/Manage EasyLogin Account" link to reset your password prior to the 120 day expiration date. Update your password before it expires by clicking the "Activate/Manage EasyLogin Account" link available from NCC homepage, *Faculty and Staff* tab. You may also use the "Forgot EasyLogin Password/Change Password" link to reset a forgotten password.

EasyLoGin

Now use your EasyLogin to access the SIS, E-mail, and Blackboard from www.nashuacc.edu *Faculty & Staff* tab.

Student Information System - Access the Faculty and Advisor Menu of the SIS to view your class schedule, class roster(s), enter grades, and view student information.

1. Go to www.nashuacc.edu *Faculty & Staff* tab and select SIS Secure Login. Enter secure area.
2. Enter your EasyLogin username and password.

E-mail: Official CCSNH e-mail accounts are created upon receipt of the user request form. This e-mail account serves as the official account for all of your electronic communication with the college and should be the ONLY account used to communicate with your students.

1. Go to www.nashuacc.edu *Faculty & Staff* tab and select E-mail Outlook Web Access (OWA).
2. Enter your EasyLogin username and password.

Blackboard® - Blackboard (Bb) is the online teaching software used by faculty members at Nashua Community College.

1. Go to www.nashuacc.edu *Faculty & Staff* tab and select Blackboard.
2. Enter your EasyLogin username and password.

Note: Remember to make your course(s) active to students once you have set up your site. The Distance Learning Support Center can be accessed from the Blackboard direct URL: http://ccsnh.blackboard.com/.

Emergency Notification System - NCC Alerts is the campus emergency notification system. Class cancellations, delayed openings and other emergencies are announced to you via phone, e-mail or text messaging. To register for NCC ALERTS, complete the *NCC Alerts Employee Enrollment Form* located under the Download Forms (upper right hand side) navigation item at www.nashuacc.edu. Scroll down to Miscellaneous Forms. You may also obtain a hardcopy of this form in the Human Resources office. Keep in mind the reliability of the NCC ALERTS system is dependent on the accuracy of the contact information you provide - please update Human Resources with changes in your contact information.

Questions: Contact NCCHelp@ccsnh.edu