


MCC Tech Guide: What Every Student Needs to Know

Campus Wireless (Wifi)

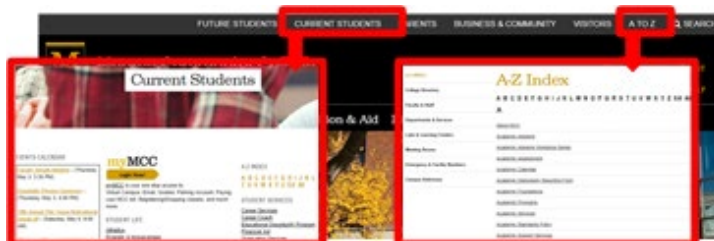
 Want to connect to Wireless on your own device on campus? Select **MCC-Crypto** and log in using your MCC username and password.

For troubleshooting, visit our [MCC campus wireless information webpage](#).

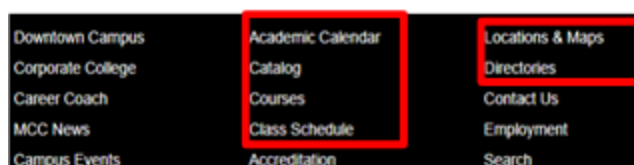
Navigate the MCC website

Bookmark the MCC Website homepage at <https://www.monroecc.edu>.

Refer to the **Current Students** tab for pages students use frequently or see the **A-Z** tab for a full alphabetical list.



Look for **quick links** to key information at the foot of the homepage. You'll see similar quick links at the foot of each page in myMCC.



Helpful Links

[MCC Class Schedule](#): Click on **Master Schedule** for details.

[MCC College Directory](#): A to Z index of faculty and staff by last name.

Log in to myMCC

Go to my.monroecc.edu to log in with your MCC email and password.

Not working? Try <https://mcc.open.suny.edu> or view a tutorial on [how to log into myMCC \(Blackboard\)](#).

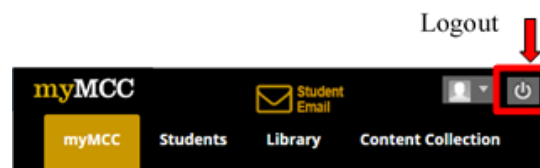
Recommended browsers: Chrome, Firefox. [Learn more about SUNY Online Browser Compatibility](#).

Once logged in, use the **Students** tab and lower sub-tabs to find important information.

Using MCC Email

Microsoft Outlook email is MCC's official mode of communication.

Learn more about [using MCC student email in myMCC \(Video, 1 min\)](#).



Passwords expire every 180 days! To reset your password, log into the [Network Account Services site](#).

Tips on using Outlook:

- [Create and Send Email \(Video, 1 min\)](#)
- [Sending and Receiving Attachments \(Video, 2 min.\)](#)
- [Organize your email \(Video, 1 min\)](#)
- [Set up your calendar \(Video, 3 min\)](#)

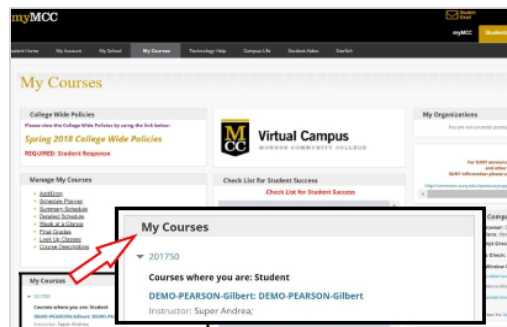
My Courses in myMCC

Many professors require you to use My Courses (also called Blackboard) to access class content, assignments, tests, grades, and instructor email.

Find your courses in the myMCC **Students** tab under the **My Courses** sub-tab starting *7 days before* classes begin.

Tips on using myMCC/Blackboard

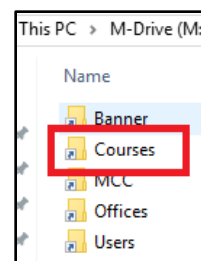
- [Submit an Assignment \(Video, 1 min\)](#)
- [How to Check Your Grades \(Video, 2 min\)](#)



M-Drive

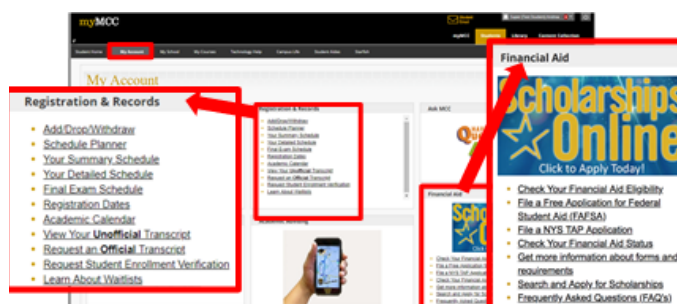
Some professors use the **M-drive** instead of Blackboard. To get to the M-drive:

- From campus computers using Windows Explorer (folders): This PC > M-drive > Courses, search by course
- [Off-campus login to access M-drive](#)
 - [Learn how to accessing the M-drive from off-campus](#)
- [Map the Courses Folder \(M Drive\) to your computer](#)



My Account

Register for Classes and find information about **Financial Aid** in the myMCC **Students** tab under the **My Account** sub-tab.

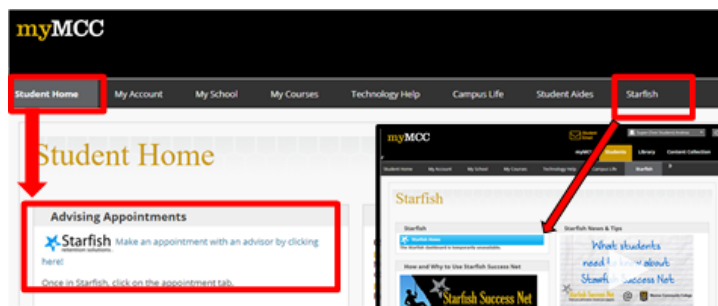


Starfish

Starfish is MCC's student early alert system.

Make an appointment with an advisor using Starfish.

Use the **Student Home** or **Starfish** sub-tabs for more information.



Create and Organize Files

Submit assignments in Blackboard as Word, PDF, or PPT files. If using other programs, convert files before submitting. [Learn how to convert Google Docs to PDF \(Video, 1.5 min.\)](#)

 **Office 365** MCC students can [install up to 5 instances of Microsoft Office 365](#)

Saving Your Work

Know where to save your work and **have a backup plan!**

- [Saving and sharing documents in Word 2016 \(Video, 4 min.\)](#)
- [Basic File Management for Windows \(Video, 5 min.\)](#)

S-Drive

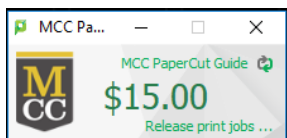
Save documents on the S-drive to use them from any computer on campus. You'll see folders for each of your courses and for "My Documents." "My Documents" will be backed up as long as your student account is active, so you should move course folders to "My Documents" after each semester. [Learn how to map your S-drive to a personal computer.](#)

Flash Drives

If you save your work on a flash drive, eject it properly and keep it in a safe place.

- [Properly eject a flash drive - Windows 10 \(Video, 30 sec.\)](#)
- [Properly eject a flash drive - MAC \(Video, 1 min.\)](#)

Print Documents Using Papercut



You receive \$15 print credit per semester. Print from any campus computer by logging on to **PaperCut** with your MCC network account and password to release your print jobs. [Learn more about printing on campus](#) (including printing from laptops and printing in color)

More Ways to Access Your Content

Access alternative files for all documents in your My Courses area. For example, you can download an audio (mp3) version of a text document so you can listen to it on the go.

It's easy to do. Simply log into any course in My Courses and look for the download icon. Just choose the version that is best for your needs!



[Alternative Accessible Formats for Students in Blackboard Learn \(Video, 1min.\)](#)

Download MCC-related apps from your App Store



- [MCC Mobile App](#)
- [Blackboard Mobile App](#)
 - For school, select: SUNY-Monroe Community College-Blackboard Learn

Build Your Computer Literacy Skills

If you are new to using a computer and its applications, there are many resources that can help you get your computer skills up to speed.

- [Assess Your Skills](#)
- [GCF Global Tutorials](#)
- [Microsoft Digital Literacy](#)

MCC also offers [courses on computer literacy](#).

Using Zoom

MCC has a college-wide license for Zoom. Zoom is a web conferencing platform. To activate your account, go to our Zoom website and login with your MCC email and password.

We have [instructions and tips on using Zoom](#) on our website, as well as a [best practices guide for Zoom](#).

Questions?

MCC Accounts and Systems

Questions about MCC accounts and systems (including passwords)? Check the **Technology Help** sub-tab in the myMCC **Students** tab or contact:



- [Student Tech Help Desk](#)
- [Email Student Tech Help](#)
- Call: (585) 292-TECH (292-8324), Option1

My Courses

Questions about My Courses (submitting work, Blackboard app, finding grades, etc.)? Check the [SUNY Online Knowledge Base](#) or contact:

- [SUNY Online Help Desk](#)
- **Call:** 1-844-OPENSUNY (1-844-673-6786)
- **Hours:** Monday through Friday 7am to 12am, Saturday 10am-8pm, Sunday 10am to 9pm (EST)



Online Course

Taking an online course?

- [Online Learning Student Orientation](#): In the myMCC Students tab under the Technology Help sub-tab to get started.
- [Visit MCC's Virtual Campus/Online Learning Website](#)

