#### **Overview:**

The My WVNCC Student Portal provides students with single sign-on access to the student web services such as Northern on the Web (N.O.W.), Blackboard Learning System, Student Email and more!

#### Logging into the portal:

When logging into the student portal, you will enter your username and password. Your username will always be your email address without the '@mail.wvncc.edu'. For example, if your full WVNCC email address is 'jmsmith1@mail.wvncc.edu', your username would be 'jmsmith1'. Your password is your student ID with a capital N. Upon first logon, you must change your password. Passwords are case sensitive and must be at least 8 numbers or letters only (no special characters). You will also have to set up security questions that will allow you to access your account should you happen to forget your password or lock your account.

USERNAME	Single sign-on access to:
student	<ul> <li>Blackboard Learning System</li> </ul>
PASSWORD	• N.O.W.
	Student Email     Grades First
Log On Supported Browsers	CourseEval    and more!

#### Locked Accounts/Password Reset:

If you have never logged into the portal and become locked while trying to log on for the first time, you must contact your campus service center to have your account unlocked. To avoid this, please be sure that you follow the above instructions for logging into the portal.

If this is not your first time logging in, and you have already completed your password reset registration, you can use the "Forgot Password" link located on the logon page. After clicking the link, a new window will launch and you will be required to enter your student ID (N number). Once you do, you will be presented with the security questions you set up during your portal registration. Provide the correct answers to your security questions and your account is automatically unlocked and your password reset back to your student ID. You are then required to change your password when you log in to complete the reset process.



#### **Accessing Services:**

Along the top of the window there is a tab bar. When clicked, the view on the page will change just like switching tabs in your browser. Once logged onto the student portal, you will be directed to the Academics tab.

<b>W</b>	VNCC PR	贵MISE	Click here to tell us how we are doing!
Hello, Pam	Student Services Student Success	Advisor Information	Online Calendar Settings • Log out
Need Help? ClickHere	Student E-mail Student E-mail Student E-mail Student E-mail State	24 hr Blackboard Help Desk: 1-800-253-1558 - Press 1	West Virginia Northern Community College  Like 900 West Virginia Northern Community College Nord help with chirdent loss arit courseling
<b>Library Constant</b>	On-Campus Tutoring Appt. and More	Evaluate your courses!	TOMORROW, April 30th from 12-2pm, Room 219B - B&O Building/ Wheeling Campus, Members of WVNCC's Financial
National Student Clearinghouse	FREE Online tutoring, Writing Labs & student skills	Breathe Casy: Our campus is S Tobacco asmoke	And Onice will be on-hand to assist students with everything from start to finish on your Announcements <u>You have been removed from Summer classes</u> 2014-2015 Scholarship Applications
External Ser <u>National Student Le</u> <u>MyLabsPl</u> <u>Higher O</u>	vices Summer Hours an Database Monday thru T us Frida ne Closed July	5 <b>(May 12-Aug 1, 2014)</b> hursday – 7am to 5 pm ay – Closed 3rd for the Holiday	Monday 05/05/14 - B&O Building side doors closed.
			YOU SPOKE. WE LISTENED

Academics Tab:

This tab has the single sign on buttons, links to external services, WVNCC Facebook feed as well as important Announcements. At the top you can access your Advisor information and there is a link to the Calendar.

#### **Other Tabs:**

Welcome Center Tab: This has information for applicants, testing and other new student information

**Student Services Tab:** This has links to pages within our webpage that you will need during your time as a student here.

Student Success Tab: This has links to some of our student success webpages.

**Financial Aid Tab**: This tab gives you links to information on our webpage on your financial aid as well as external links, videos and tips of the day for responsible borrowing.

**Help/Support Tab**: This tab allows you to email us if you are having an issue and gives you some FAQs.

My WVNCC Student Portal					
wvncc	PR&MISE	Click here to tell us how we are doing!			
Hello, Pam Welcome Center Academics Student Services Stude	Advisor Information O	Dnline Calendar Settings * Log out			
Academic Support Academic Advising Academic Success Center (Tutoring) Supplemental Instruction Retention and Student Success	Accessibility/Accommodation Services Accessibility Services Page About Accessibility Services	Distance Education Is Distance Ed for you? Distance Education & Online Courses Distance Education Library Page			
		Library Library Home Library Staff Library Mores Library Addresses and Phone Numbers Library Reference and Instruction			
Registrar Services Reference and Instruction Student Information	Emergency Text Alert System SEmergency Text Alert System Sign up	Student Activities Mains Page Weiness Program CentreTown Fitness Sports Student Government (SGA) Campus Activities Board (CAB Community Outreach Program (COOP) Clubs and Organizations			
WVNCC Faculty and Staff Directory Directory	Career Services Main Career Service Page College Central	Additional Services and Resources Bookstore Compass Testing Counselor Information Phi Thek Kappa Records Office Security and Safety Transient Student Information Trander Student Information Veterans Assistance Request a transcript			

### N.O.W.

If you are not logged in after clicking the NOW button, please make sure to follow the instructions below. If you have followed these instructions but still are not able to log in, please contact your local service center to have a ticket logged.

#### **Pop-ups and Javascript**

**Disclaimer:** Any changes to your browser's security settings can potentially make your computer more vulnerable to third-party intrusion, theft, damage or unwanted viewing of confidential information and damage to important software programs. WV Northern Community College is not liable for any damages you may experience as a result of any changes you make to your Internet browser settings, including but not limited to, special, indirect, incidental, or consequential damages.

# **Enabling Popups**

#### **Internet Explorer**

1. In Internet Explorer, when a pop-up window is blocked a yellow information bar is displayed at the bottom of the browser window alerting the user to allow pop -ups,

Internet Explorer blocked a pop-up from <b>*.mail.wvncc.edu</b> .	Allow once	2ptions for this site ▼ ×			
2. You must left click the yellow information bar and select options for this site.					
		Always allow			
ו *.mail.wvncc.edu.	Allow once Options for this site 🔻	More settings			

3. Left click "Always Allow."

4. Log out/in again to allow the pop-up to display.

### **Mozilla Firefox**

1. In Mozilla Firefox, when a pop up window is blocked a yellow information bar displays at the top of the browser window alerting the user to allow pop-ups.

A https://student.mail.wvncc.edu/menu.php?PHPSESSID=m4ggma65j1hicece4th9bfuu7	<b>ල</b> රු 🗸	C 🗧 🖌 Google 🖉 🖡
$\overline{\mathfrak{G}}$ Firefox prevented this site from opening a pop-up window.		Options
2. Left click the options button.		
S - Google 🔎 💽 - 🖡	<b>^</b>	
Qptions	×	
Allow pop-ups for student.mail.wvncc.edu		
Edit Pop-up Blocker Options		
Don't show this message when pop-ups are blocked		
Show 'https://rand.wvnet.edu:9320/NCCPROD/twbkwbis.P_WWWLogir	r	

**Disclaimer:** Any changes to your browser's security settings can potentially make your computer more vulnerable to third-party intrusion, theft, damage or unwanted viewing of confidential information and damage to important software programs. WV Northern Community College is not liable for any damages you may experience as a result of any changes you make to your Internet browser settings, including but not limited to, special, indirect, incidental, or consequential damages.

3. Left click "Allow pop-ups for student.mail.wvncc.edu."

4. Log out/in again to allow the popup to display

#### **Google Chrome**

1. In Google Chrome, the warning is more subtle. An icon displays on the address bar of the browser alerting the user that a pop-pup was blocked.



25.56	N.A.	MAN/N	acc	Church	
기지	IVIY	AA AL	ACC.	ວເພເ	E

# ×

2. Left click the notification icon, and select "Always allow pop-ups from student.mail.wvncc.edu."

			🕜 🏹 😫
The following pop-ups were blocked on this page:	Print		Þ
https://rand.wvnet.edu:9320/NCCPROD/twbkwbis.P_WWWLo	File		F
Always allow pop-ups from student.mail.wvncc.edu	Zoom	(120%)	×.
Continue blocking pop-ups	Safety		×.
Manage pop-up blocking Done 3. Click done, and then log out/in again to allow the pop-up to display.	Add sit View d Manag F12 De Go to p Compa	Add site to Start menuView downloadsCtrManage add-onsF12 Developer ToolsGo to pinned sitesCompatibility View settings	
	Interne	t options	
	About	Internet Explorer	

Disclaimer: Any changes to your browser's security settings can potentially make

computer more vulnerable to third-party intrusion, theft, damage or unwanted viewing of confidential information and damage to important software programs. WV Northern Community College is not liable for any damages you may experience as a result of any changes you make to your Internet browser settings, including but not limited to, special, indirect, incidental, or consequential damages.

General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🥥 🔩 🗸 🚫
Internet Local intranet Trusted sites Restricted sites
Internet
This zone is for Internet websites,     except those listed in trusted and     restricted zones.
Security level for this zone
Allowed levels for this zone: Medium to High
High     - Appropriate for websites that might have harmful     content     - Maximum safeguards     - Less secure features are disabled
Enable Protected Mode (requires restarting Internet Explorer)     Custom level     Default level
Reset all zones to default level
OK Cancel Apply

# **Enabling JavaScript**

## Internet Explorer

- 1. In the top right corner of the screen, click the cog symbol
- 2. Select internet options
- 3. A new window will pop up. In this window, switch from the general tab to the security tab.

your



4. In the security tab, click the custom level button at the bottom.

**Disclaimer:** Any changes to your browser's security settings can potentially make your computer more vulnerable to third-party intrusion, theft, damage or unwanted viewing of confidential information and damage to important software programs. WV Northern Community College is not liable for any damages you may experience as a result of any changes you make to your Internet browser settings, including but not limited to, special, indirect, incidental, or consequential damages.

Settings

Scripting

🗐 Active scripting

5. In the new window that appears, scroll down towards the bottom and click the radio button that enables active scripting.
6. Click **Ok**

Disable-OFF Enable-ON Prompt-OFF 7. A warning message will appear, click Yes 🗊 Allow Programmatic clipboard access Disable-ON Warning! llalog window oper Enable-OFF Prompt-OFF Are you sure you want to change the settings for this zone? Allow status bar updates via script Disable-ON Yes No Enable-OFF Allow websites to prompt for information using scripted windo Disable-ON Enable-OFF **Mozilla Firefox** 🖞 Enshla VSS filtar 1. In the browser bar, type in about:config \*Takes effect after you restart your compute Firefox 🔻 about:config Reset custom settings Reset to: Medium-high (default) Reset... about:config Firefox OK Cancel 2. A warning will appear, click the button to continue This might void your warranty! Changing these advanced settings can be harmful to the stability, security, and performance of this application. You should only continue if you are sure of what you are doing. Show this warning next time I'll be careful, I promise!

**Disclaimer:** Any changes to your browser's security settings can potentially make your computer more vulnerable to third-party intrusion, theft, damage or unwanted viewing of confidential information and damage to important software programs. WV Northern Community College is not liable for any damages you may experience as a result of any changes you make to your Internet browser settings, including but not limited to, special, indirect, incidental, or consequential damages.

# 3. in the search bar, type in javascript.enable

Sea <u>r</u> ch: javascript.enable
Preference Name
javascript.enabled
services.sync.prefs.sync.javascript.enabled
services.sync.prefs.sync.javascript.enabled

4. Double click on javascript.enable and change it from false to true

Firefox T about:config	+ 🖉 25776 MON Acces MC	1 La 1	VNCC Budget For 10	Contract Name	to fatch and in 1
Firefox about:config					
Sea <u>r</u> ch: javascript.enable					
Preference Name		*	Status	Туре	Value
javascript.enabled			default	boolean	true
services.sync.prefs.sync.javascript.enabled			default	boolean	true

### **Google Chrome**

1. In an open window, click "customize and control google chrome" then click settings

2. Scroll down to the bottom of the new window and click show advanced settings



**Disclaimer:** Any changes to your browser's security settings can potentially make your computer more vulnerable to third-party intrusion, theft, damage or unwanted viewing of confidential information and damage to important software programs. WV Northern Community College is not liable for any damages you may experience as a result of any changes you make to your Internet browser settings, including but not limited to, special, indirect, incidental, or consequential damages.

#### 3. Under privacy, click content settings

Privacy

Content settings... Clear bro

Clear browsing data...

#### 4. Scroll down to the JavaScript section and check the allow radio button

On Content settings	×		
content settings			_ @ X
ry lave Carlint		⊙ 📷 ☆	👄 🔳 🗧
isio	_	New tab	Ctrl+T
Allow all sites to run JavaScript (recommended)		New window	Ctrl+N
		New incognito windo	ow Ctrl+Shift+N
Do not allow any site to run JavaScript		Bookmarks	Þ
Manage exceptions		Recent Tabs	Þ
		Edit	ut Copy Paste
Handlers		Zoom – 1	175% + []]
Allow sites to ask to become default handlers for protocols (recommended)		Save page as	Ctrl+S
De net allem env site te handle avetagele		Find	Ctrl+F
Uo not allow any site to handle protocols		Print	Ctrl+P
		Tools	F
	Done	History	Ctrl+H
5. Click <b>done</b>		Downloads	Ctrl+J
		Sign in to Chrome	
		Settings	
		About Google Chrom	ie
		Help	
		Exit	Ctrl+ Shift+ Q