

Introducing myJJC

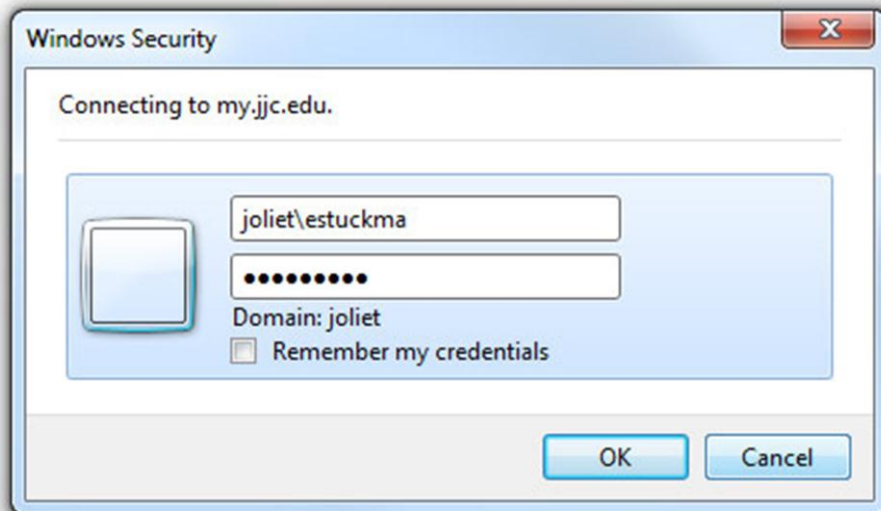
WHAT IS MYJJC?

The myJJC portal serves as the college's intranet, placing JJC's online resources in one convenient location. Benefits of the myJJC Portal include improved communication, single sign-on features, easy and convenient access to information on and off campus, and online collaborative workspaces for departments.

LOGGING IN

The portal is available at <http://my.jjc.edu> both on and off campus.

The portal is set up to automatically log you in from your JJC desktop based on your profile. If you are accessing the portal from off campus or a different computer, it will ask you to login. Enter your JJC username *with Joliet\ in front (i.e. joliet\username)* and then enter your password. See below for an example:



Visit www.jjc.edu/info/password for username and password help.

QUESTIONS & FEEDBACK VISIT WWW.JJC.EDU/MYJJC
OR EMAIL WEBMASTER@JJC.EDU



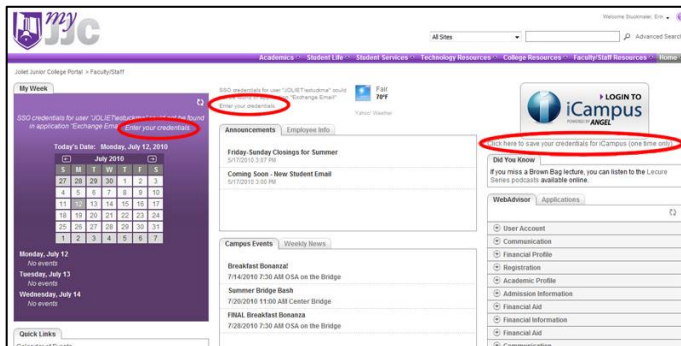
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SINGLE SIGN-ON (SSO)

Single sign-on is a convenient way to access online resources using one username and password. Once you log into the portal, you'll be able to access iCampus, WebAdvisor/eResources, your Outlook calendar appointments, and unread messages without having to login repeatedly to these separate applications.

The first time you login to the portal, it will ask you to set up your single sign-on. You will only need to set this up once for each feature – after that it will remember your settings.

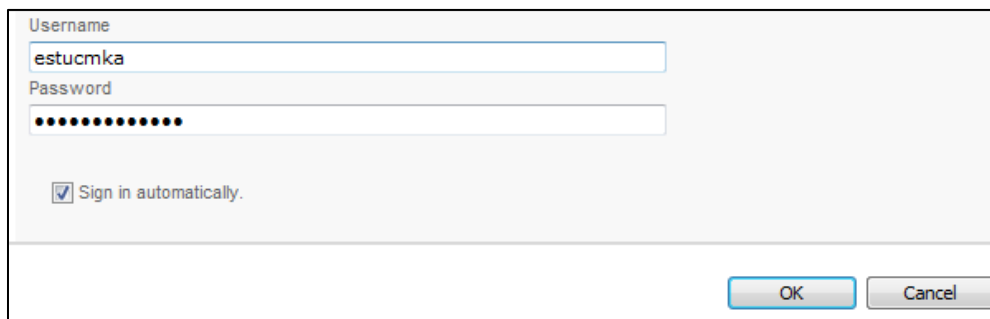
1. Click “Enter your Credentials” as shown below
2. Enter your username and password
3. Keep the “sign in automatically” box checked and click OK.
4. Repeat this for each feature as needed (My Week, Unread Messages, iCampus).



The screenshot shows the JJC portal home page. At the top, there are navigation tabs for Academics, Student Life, Student Services, Technology Resources, College Resources, and Faculty/Staff Resources. Below these, there are several sections: 'My Week' with a calendar, 'Announcements', 'Campus Events', and 'WebAdvisor'. A red circle highlights the 'Enter your credentials' link in the 'My Week' section. Another red circle highlights the 'Enter your credentials' link in the 'WebAdvisor' section. A third red circle highlights the 'Enter your credentials' link in the 'iCampus' section.



The screenshot shows an error message: "SSO credentials for user 'JOLIET\estucmka' could not be found in application 'Exchange Email'". Below the message, there is a red circle around the text "Enter your credentials". To the right of the message, there is a weather widget showing "Fair 70°F" and "Yahoo! Weather".



The screenshot shows the SSO login form. It has two input fields: "Username" with the value "estucmka" and "Password" with a masked password of 10 dots. Below the password field is a checkbox labeled "Sign in automatically." which is checked. At the bottom right, there are two buttons: "OK" and "Cancel".

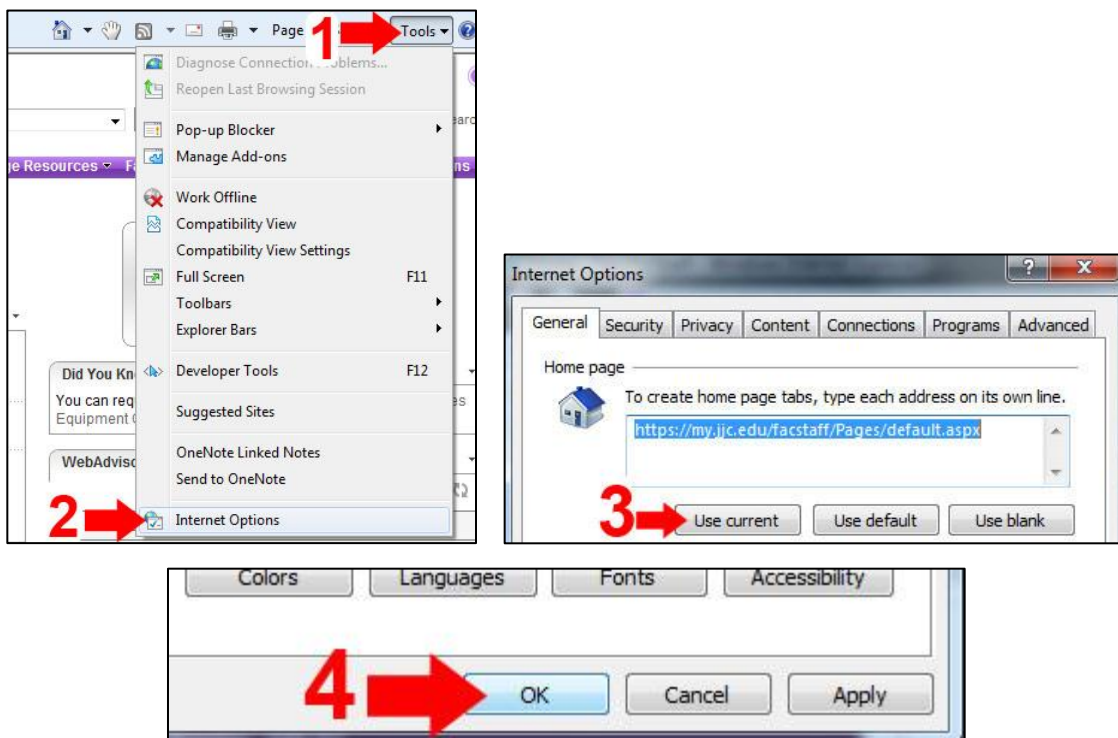
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MAKING MYJJC YOUR HOMEPAGE

The myJJC portal is a great resource for information and online tools. It's recommended that you set myJJC as your homepage for quick access.

Internet Explorer:

1. Open up Internet Explorer and go to myJJC (<http://my.jjc.edu>)
2. Click "Tools"
3. Choose "Internet Options" at the bottom of the dropdown list.
4. A box will pop up – at the top is "Home Page" options.
5. Click the "Use current" button
6. Click "Ok"



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MYJJC FEATURES

- **Welcome to myJJC** walks you through myJJC and how to activate single sign-on.
- **My Week** is a preview of upcoming events in your Outlook Calendar.
- **Quick Links & the top navigation bar** allow easy access to important information.
- **Unread messages** displays the number of unread message in your Outlook inbox. Click the unread messages text to login to Outlook Web Express.
- **My Notifications** will only display at the top of the page if there are restrictions on your JJC account, such as a parking or library fine.
- **Announcements** display critical information such as school closings.
- **Employee Info** allows JJC employees to share information divided into several categories, such as achievements, committee updates, and department information. You can contribute to Employee Info by clicking on “Contribute to myJJC” in the Quick Links area.
- **Campus Events** displays upcoming campus events.
- **Weekly News** provides stories of interest to JJC employees.
- **My Team Sites** holds links to your team sites. Each department will be provided a team site after meeting with the JJC Web team for set up and training. Team sites provide a collaborative space to share documents, announcements, and more.
- **iCampus** links directly to iCampus. Once you’ve set up single sign-on, this is a quick way to access online learning resources.
- **Did You Know** highlights interesting information on JJC’s websites.
- **WebAdvisor** allows easy access to information such as your summary leave plan and pay advices. This area was previously known as eResources.
- **Applications** has links to online Web applications, such as Datatel Colleague UI.

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