


Getting Connected

- 1 Setting up your **MyCollege Account**
- 2 Accessing your **E-mail** (Outlook Web Access)
- 3 Finding Information on **Sheridan.edu**
- 4 Connecting to the campus **wireless network**
- 5 Accessing course materials in **Blackboard**
- 6 Using **WebAdvisor** to:
 - Print your schedule
 - View your grades
 - Search for and enroll in courses
 - And more
- 7 **Storing course files** on the Web
- 8 Working with **Microsoft Office Web Applications**
- 9 Using the **Library's online resources**



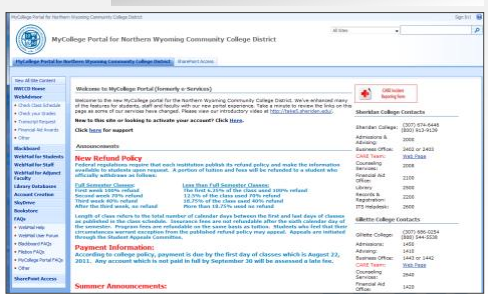
1 Setting up your MyCollege Account

MyCollege is our college portal and one-stop shop for accessing and managing your NWCCD information.


From the MyCollege portal you can access:

- WebAdvisor (your academic and financial information)
- Blackboard (Online Course Materials)
- Library Databases
- WebMail (College E-mail)
- SkyDrive (Online File Storage)
- MS Office Web Apps

<http://mycollege.sheridan.edu>



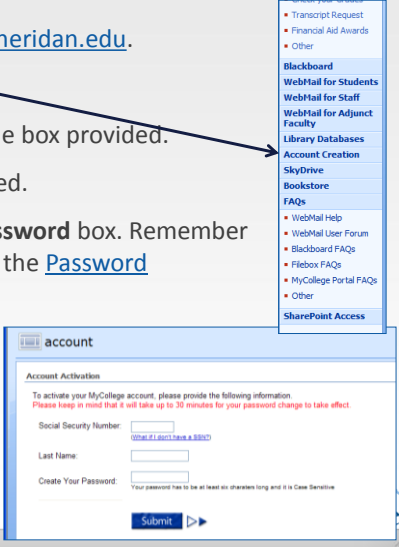
Click image to open MyCollege



1 MyCollege Account Activation

1. Access MyCollege at <http://mycollege.sheridan.edu>.
2. Click **Account Creation** in the menu.
3. Enter your **Social Security Number** in the box provided.
4. Enter your **Last Name** in the box provided.
5. Enter a password in the **Create Your Password** box. Remember that passwords are case sensitive. View the [Password Guidelines](#) for help in selecting a password.
6. Click the **Submit** button.

Please keep in mind that it will take up to 30 minutes for your password change to take effect.



2 Accessing your E-mail (Outlook)

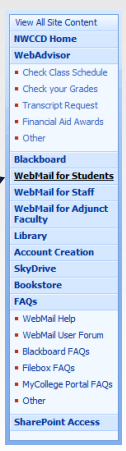
Sheridan College's Live@edu e-mail is where messages from advisors, business office, records and registration, instructors, and others will be sent. **Please check it often!**


To access your Sheridan College E-mail:

1. Access **MyCollege** and click **Webmail for Students** on the menu.
2. Sign in with your Sheridan College **username** and **password**.

Watch the Activate your Live@Edu Services video
- <http://www.sheridan.edu/site/about-nwccd/its/take5/videos-for-students/>


[View a screenshot of the Outlook Web window](#)





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3 Finding Information on Sheridan.edu

The NWCCD home page allows prospective and current students to enter into either **Sheridan College** or **Gillette College** Web pages. District-wide information such as About NWCCD, Online Learning, and MyCollege can be easily accessed from the top navigation menu.



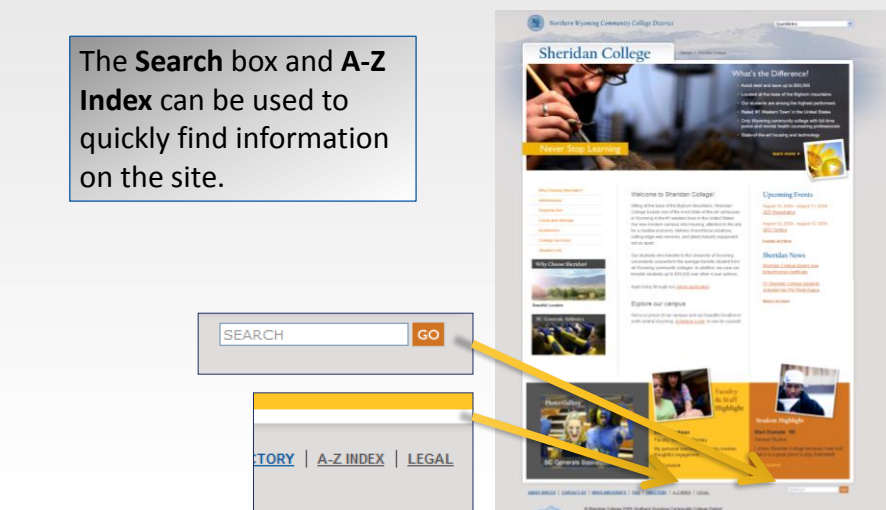
www.sheridan.edu



Click image to open Sheridan.edu

3 Search & A-Z Index

The **Search** box and **A-Z Index** can be used to quickly find information on the site.



Click image to open Sheridan.edu

4

Connecting to the Wireless Network



Students with laptop computers will want to connect to the campus wireless network in order to access the Web in most areas of each building on campus.

1. Right-click the Network icon in the System Tray.
2. Select **Open Network and Sharing Connection**.
3. Click **Manage Wireless Networks**.
4. Click the **Add** button.
5. Click **Manually create a network profile**.
6. Enter or select the following options:

Network name: **Student**
 Security type: **WPA2-Enterprise**
 Encryption type: **AES**

Also check - **Connect even if the network is not broadcasting**

7. Watch the Take 5 video to view the remaining steps.



Watch the **Connect to Student Wireless** video

http://www.sheridan.edu/site/about_nwccd/its/take5/videos-for-students/



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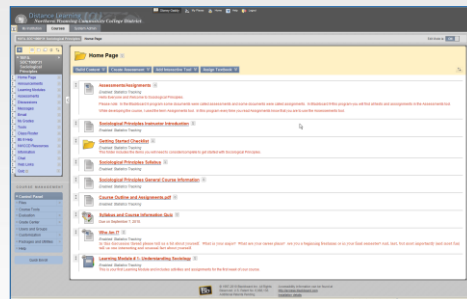
Accessing Course Materials in Blackboard



Blackboard 9.1 is our learning management system (LMS)

Instructors may use Blackboard to:

- make available course materials (assignments, lecture notes, presentations, etc.)
- make available quizzes and exams
- hold online discussions outside the classroom
- have a central location to submit assignments
- post grades in the grade book



Watch a **Blackboard Intro Video**


<http://www.youtube.com/watch?v=0pUYL0DKJk>



5 Accessing Course Materials in Blackboard


To log into Blackboard:

- Enter bb.sheridan.edu in your preferred browser address bar.
- OR-
- Click Online Learning link on the NWCCD home page.
- OR-
- Access Blackboard through MyCollege



<https://bb.sheridan.edu>

You may want to Bookmark (Add to Favorites) the Bb login page.




6 Using WebAdvisor

WebAdvisor is the window to your academic and financial information at Sheridan College. **WebAdvisor is accessed through MyCollege**


Web Advisor allows you to:

- Register for classes
- View your academic transcript
- Request a transcript to be sent to another institution
- Print your class schedule
- View your financial obligation to Sheridan College.



Click image to open WebAdvisor

Although your email account is separate from WebAdvisor, it is important to use your WebMail. WebAdvisor sends an email when “permission to register” is granted for a class that you have been waitlisted for.



6 Searching for Classes in WebAdvisor

Term information is required. Use the drop down box to select the appropriate term.

If you do not choose a subject, you will view the entire list of classes for the term.

It is important to enter the location of the class you are looking for or you will get a list of several locations.

Search for Sections

Term:

Starting On/After Date: Ending By Date:

Subjects	Course Levels	Course Number	Section
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Sections Meeting After: Sections Ending Before:


Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

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6 Viewing Grades in WebAdvisor


To view the grades for the appropriate term, click the mouse where it indicates to "Choose One" and then "Submit"

Grades

CURRENT STUDENTS

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	05SP	Spring 2005	01/17/05	05/09/05
<input type="checkbox"/>	04FA	Fall 2004	08/23/04	12/13/04
<input type="checkbox"/>	04SU	Summer 2004	05/17/04	07/26/04
<input type="checkbox"/>	04SP	Spring 2004	01/15/04	05/10/04
<input type="checkbox"/>	03FA	Fall 2003	08/25/03	12/15/03
<input type="checkbox"/>	03SP	Spring 2003	01/16/03	05/12/03
<input type="checkbox"/>	02FA	Fall 2002	08/26/02	12/16/02
<input type="checkbox"/>	02SP	Spring 2002	01/17/02	05/13/02
<input type="checkbox"/>	01FA	Fall 2001	08/27/01	12/17/01
<input type="checkbox"/>	01SP	Spring '01	01/11/01	05/07/01
<input type="checkbox"/>	00FA	Fall '00	08/21/00	12/11/00
<input type="checkbox"/>	00SP	Spring '00	01/12/00	05/08/00

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Viewing your Transcript in WebAdvisor


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When a checkmark appears in the "Repeat" column, it means you repeated the course. The last grade given for a repeated course is the grade calculated in your GPA.

Listed, in order of the term taken, are the completed and in-progress courses. Those courses with no grade given are considered "in-progress" courses.

Also listed are the total credits earned, total grade points and the cumulative GPA.

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
PEAC*1036 01 Fitness Step Reebok	AU	0.00			00SP
PEAC*1036 01 Fitness Step Reebok	AU	0.00			00FA
PEAC*1288 01 Fitness Center Condition	AU	0.00			00FA
PEAC*1036 01 Fitness Step Reebok	AU	0.00			01SP
PEAC*1036 02 Fitness	AU	0.00			01SP
PEAC*1036 01 Fitness Step Reebok	AU	0.00			01FA
PEAC*1036 01 Fitness	AU	0.00			02SP
PEAC*1036 02 Fitness Step Reebok	AU	0.00			02SP
PEAC*1036 01 Fitness Step Reebok	AU	0.00			02FA
PEAC*1041 01 Pera Defense Kickboxing	AU	0.00			02FA
PEAC*1036 01 Fitness Step Reebok	AU	0.00			03SP
PEAC*1041 02 Pera Defense Kickboxing	W	0.00			03SP
PEAC*1041 02 Pera Defense Kick Boxing	AU	0.00			03SP
PEAC*1041 01 Pera Defense Kickboxing	AU	0.00			03FA
PEAC*1041 02 Pera Defense Adv. Kickboxing	AU	0.00			04SP
MUSC*1272 01 Techniques of Singing	AU	0.00			04FA
PEAC*1281 01 Fly Fishing	A	1.00			05SP
Total Earned Credits 1.00					
Total Grade Points 4.00					
Cumulative GPA 4.000					



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Viewing your Schedule in WebAdvisor

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Use this screen to view your schedule. You can also view the course description by clicking on the course number and title. Meeting information that shows "NET" indicate that this class is taught online. Other pertinent information is the start date for the class.

Term

Spring 2006

Total Registered Credits: 5.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
PEAC*1036 01 (0035301) Introduction to Aquatics	New	01/16/2006-05/08/2006 Lecture Monday, Wednesday, Thursday, Friday 01:00PM - 01:50PM, Science Center, Room 109	4.00			01/16/06
PEAC*1040 01 (0030619) Tai Chi	New	01/17/2006-05/04/2006 Lecture/Lab Tuesday, Thursday 08:05AM - 08:50AM, Golden Dome, Room 123	1.00			01/17/06



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Viewing your Profile in WebAdvisor

- Use this screen to verify that your name is spelled correctly and that we have your current address, phone number, and email account.
- Equally important is making sure your advisor and academic program is correct. This is needed in order for you to access your educational plan and for your advisor to help you with registration. If there is a discrepancy, please contact the Records and Registration Office.

My profile

Recent address changes made via the web may not be displayed until verified by the institution.

Personal Information

Full Name: Sandy J. Eisenman
 Preferred Name: Sandy J. Eisenman
 Student/Employee ID: 0009670
 Preferred Address: 6000 Highway 100
 Sheridan, WY 82801

Phone Number, Extension, Type
 E-mail Address, Type
 Emergency Contact Name, Phone Number
 Home Number

Academic Information

Computer Name, Type, Phone Number, Extension, E-mail Address
 Home Station
 Advisor Name, Type, Phone Number, Extension, E-mail Address
 Home Station
 Academic Program, Academic Level, Degree, Anticipated Completion Date, Academic Standing, Major, Minor, CCD, Specialization
 Functional Equivalent, Continuing Ed, SPC
 Professional Development, Undergraduate, SPC

OK



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Changing your Profile Info in WebAdvisor

- To update your address, please use "Address Change" in WebAdvisor. Notice the **Effective Start** and **Effective End** dates. Use these dates to end a current address and begin the new address. Keep in mind, these dates cannot overlap. For example, You are moving August 15 into your new house. Your old address would show an "Effective End" date of August 15 and your new address would show an "Effective Start" date of August 16.
- You can also update your phone number and email address on this screen as well. Again, the "Effective Start/End" dates are important and should not overlap.
- Contact the Records and Registration Office if additional assistance is needed. It is very important that you do not make unnecessary changes to this screen because it interfaces with our database and creates additional work.

Address Change

Address Information For
 Student/Employee

Street Address/Apartment
 City STATE ZIP
 County
 County

Phone Number Ext. Type
 E-mail Address: jseeman@sheridan.edu

Effective Start: 01/11/06 Effective End:

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6 Viewing your Account Summary Info

Utilize this screen to view your financial obligation to Sheridan College. This is an overview of what was charged and credited to your account, as well as what is still due. "Account Summary by Term."

For your convenience, payments can be made by credit card. Select "Make a Payment" and "Submit".

Balance Forward	15.00
Current Charges	0.00
Total Charges	15.00
Student Payments	0.00
Financial Aid Payments	0.00
Financial Aid Remaining	0.00
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	0.00
Refunds	0.00
Total Amount Currently Due	15.00
Amount Not Currently Due	0.00

My Account Summary by Term

Term	Total Charges	Student Payments	Financial Aid Payments	Financial Aid Remaining	Sponsor Payments	Payment Plans	Total Payments	Refunds	Balance
05/SP	\$70.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$15.00
TOTAL	\$70.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$15.00

OK

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7 Storing Course Files on the Web

Your Microsoft Live@edu **Sky Drive** account gives you the ability to store files that reside on your computer, storage device, as well as files created with Web Apps.

To copy a file from your computer to your Sky Drive:

- From **MyCollege**, click **SkyDrive**.
- **Sign in** with your sheridan.edu e-mail address and password.
- Click the **Add Files** link
- Double-click the My Documents folder (or create a new folder)
- Click **Select documents from your computer**
- Locate and select the files and click **Open**.

You can select multiple files by using the **Ctrl** or **Shift** keys.



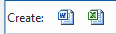
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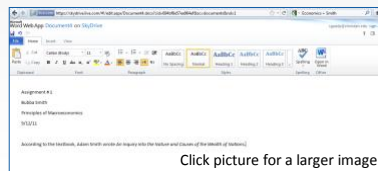
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Working with Microsoft Office Web Apps

Your Microsoft Live@edu **Sky Drive** account gives you the ability to create basic Word, Excel, and PowerPoint files that be stored on your SkyDrive and downloaded for future use.

To start a new a file (Word) in the Sky Drive Web Apps:

- From [MyCollege](#), click **SkyDrive**.
- **Sign in** with your sheridan.edu e-mail address and password
- Click the **Microsoft Word icon** in the Create: row 
- Give your file a **name** and click **Save**.
- You can now start working in the document from your browser.
- You can **print** to any printer available on your PC



NOTE: The WebApps are basic versions of the full applications.



9

Using the Library's Online Resources

The Sheridan College Library has a variety of existing and new services that students can access on and off campus to support the learning process.

From the Library Website, students can:

- Search our catalog for available **Books, some of our E-books, DVDs, CDs, Government Documents, and other items.**
- Access a wealth of discipline-specific and general works (articles, videos, audio, photos, etc.).
- Access citation guides and other helpful tutorials.
- Chat Live with a Librarian (**New!**)
- Text a Librarian (**New!**)
- Checkout a laptop (up to 4 days)



Click image to open Library Website

www.sheridan.edu/library



9

Chatting and Texting with Librarians

Do you need help with finding information for an assignment but not able to go to the library right now?

Chat with a Librarian:

- From the Library home page, click the Ask a Librarian link.
- Enter your name and e-mail and click Continue
- Wait for a Librarian to connect with you.

Text a Librarian:

- From your phone, text

NWCCD

to

66746

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Come see us!
 Monday – Thursday - 7:30am – 8:00pm
 Friday – 7:30am – 5:00pm
 Sunday – 12:00pm – 7:00pm

Northern Wyoming Community College District

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Helpful Tech Support Resources



- Technical difficulty questions with Blackboard, Outlook Web Access, or MyCollege should be directed to our ITS technical support staff at:

Sheridan: 307.674.6446, ext. 2600
<http://helpdesk.sheridan.edu>



Help Desk Hours – Whitney 140

- Fall & Spring: 8am-9pm Monday-Thursday and 8:00am-5:00pm on Friday
 Summer: 7:30am-5:30pm Monday-Thursday
- For issues occurring after help desk hours, students can submit a [Helpdesk Request ticket](#). After hours tickets will likely not be addressed until normal business hours unless it involves major system functionality.

<http://www.sheridan.edu/site/about-nwccd/its/it-service-request>



Questions, Comments, Concerns

