IT Help Desk Resources

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How to find your username, password, and emplid to access NOVAConnect and Blackboard

Go to [http://nvcc.my.vccs.edu](http://nvcc.my.vccs.edu) OR click the My NOVA button on the NOVA homepage to access the Student Information System (NOVAConnect), Blackboard and Gmail/Google Apps.

NOVAConnect Tutorials Click Faculty and Staff on the NOVA homepage and then click NOVAConnect in the Tools column on that landing page.

How to log into Blackboard

Blackboard Access Click My NOVA on the NOVA homepage OR go to [http://nvcc.my.vccs.edu](http://nvcc.my.vccs.edu) OR [http://learn.vccs.edu](http://learn.vccs.edu)

How to log into SIS

NOVAConnect (SIS) Access Go to [http://nvcc.my.vccs.edu](http://nvcc.my.vccs.edu) OR the My NOVA button on the NOVA homepage.

How to log into Google Apps

Click MyNOVA on the NOVA homepage. Select Gmail at the top of the screen select Documents. Instructions on Gmail and Google apps can be found at [http://www.nvcc.edu/ithd/student/email/google.htm](http://www.nvcc.edu/ithd/student/email/google.htm)

How to change your password/pin

Go to [http://nvcc.my.vccs.edu](http://nvcc.my.vccs.edu) OR click the My NOVA button on the NOVA homepage, enter your username and password, select Change My Password from the Welcome page choices.

How to look up your class roster
Information on searching your class roster can be found at [http://www.nvcc.edu/novaconnect/faculty/](http://www.nvcc.edu/novaconnect/faculty/) under **Orientation to SIS Handout**.

**How to assign grades in SIS**

Information on assigning grades in SIS can be found at [http://www.nvcc.edu/novaconnect/faculty/](http://www.nvcc.edu/novaconnect/faculty/) under **Orientation to SIS Handout**.

**How to check Faculty/Staff email**

**On Campus:** Click on Outlook from your Start button on your work computer and enter your NOVA username and password.

**Off campus:** Faculty/Staff Webmail  Click Faculty and Staff on the NOVA website and then click on to access your NOVA email from home: [http://www.nvcc.edu/ithd/faculty/email/webmail/](http://www.nvcc.edu/ithd/faculty/email/webmail/)

**How to get remote access to network from home computer**

Click on **Working Remotely** under **For Faculty and Staff** on the IT Help Desk website: [http://www.nvcc.edu/ithd/faculty/working-remotely/](http://www.nvcc.edu/ithd/faculty/working-remotely/)

**How to access to VCCS student email account**

All faculty also have an account on the VCCS student email system. Click **My NOVA** on the NOVA homepage OR log into [http://nvcc.my.vccs.edu](http://nvcc.my.vccs.edu) (NOTE: THIS IS NOT YOUR OFFICIAL NOVA EMAIL ACCOUNT).

**How do a map a network drive**

Instructions for mapping a network drive can be found at [http://www.nvcc.edu/faculty-and-staff/technology/tac/tutorials/tips/map.html](http://www.nvcc.edu/faculty-and-staff/technology/tac/tutorials/tips/map.html)

**Where to get help on using NOVAConnect, email, Blackboard and other NOVA resources**

Go to the **Technology Applications Center (TAC)** website at [http://www.nvcc.edu/tac](http://www.nvcc.edu/tac) for a wide variety of tutorials and resources (on Blackboard and other software). Atomic Learning – 24 hour virtual training for software – is also available. Also use the link to the **IT Help Desk** at the bottom of the NOVA homepage for answers to frequently asked questions and other resources. For NOVAConnect help and tutorials, click **Faculty & Staff** on the NOVA homepage and **NOVAConnect** under **Tools** on that landing page.

**How to connect to wireless on campus**

Wireless is available in campus learning resources centers, student lounges, and some other areas. Follow the directions for Wireless LAN on the IT Help Desk website for the correct security settings so your wireless card can connect. Follow the link to the **IT Help Desk** at the bottom of the NOVA homepage and click on **Wireless Network** under the **For Faculty/Staff** submenu on the right: