



# Library Laptop Loan Quick Start Guide

JCC Help Desk

Hours: M-TH, 8:30 am – 4:30 pm

716-338-1122 or 1-800-388-8557, ext. 1122

Email: [JCCHelpDesk@mail.sunycc.edu](mailto:JCCHelpDesk@mail.sunycc.edu)

## Getting Started

Start up the laptop and follow the prompts on the screen.

*You will set up and use your own username and password for the laptop you have borrowed.*

*All your information will be wiped from the laptop when you return it.*

## Install Microsoft Office 365

1. Visit <https://portal.office.com>
2. Click through to sign in with your JCC student username & password (i.e. [username@sunycc.edu](mailto:username@sunycc.edu))
3. Follow the instructions on the website.

## Other Educational Software Discounts

Online discounted software is available at <http://onthehub.com>

## Your JCC Username and Password

You can retrieve your username by going to the following page and entering your JCC ID (J#)

[https://banner.sunycc.edu/jccsct\\_s03/ssj\\_gateway/](https://banner.sunycc.edu/jccsct_s03/ssj_gateway/)

Your initial password is your birth date in the form: **MMDDYY**. Example: January 7, 1989 would be **010789**

*JCC requires all students and staff to use their own unique login to access computing resources.*

*Do NOT share your username and password.*

**Access your JCC Student Email!      Go to: [www.sunycc.edu/myjcc](http://www.sunycc.edu/myjcc)**

The **MyJCC** page is where you access your student email, Blackboard, Banner, DegreeWorks, event calendars and more. This is how JCC communicates with you, so check your email often.

## Blackboard

Blackboard is JCC's learning management system. Your instructors use it to distribute course materials and to communicate with you. To access Blackboard, go to the **MyJCC** page at [www.sunycc.edu/myjcc](http://www.sunycc.edu/myjcc).

## Banner

Banner is JCC's student information system. You can add and drop classes here, view your student account, update your personal information like mailing address, cell phone, and email address, and view your course information and schedule among other things. You also access your mid-term and final grades here! To access Banner, go to the **MyJCC** page at [www.sunycc.edu/myjcc](http://www.sunycc.edu/myjcc).

## Follow JCC Acceptable Use Policy

JCC's acceptable use policy outlines the regulations that are in force for all network users. By signing into your account, you agree to abide by the regulations outlined. Violations of the policy are handled through the college's procedures for academic integrity and/or student misconduct. A copy of the policy is at: <http://www.sunycc.edu/sites/default/files/Policy-AcceptableUse.pdf>

## Stay Legal

**Copying Software:** Copying software from any JCC computer system is illegal. Software is protected by the Federal Copyright Law and violation can result in criminal charges and college disciplinary action.

JCC's **Peer-to-peer file sharing** policy can be found at:

<http://www.sunycc.edu/sites/default/files/Procedure-PeerToPeerFileSharing.pdf>

**Peer-to-peer file sharing:** SUNY JCC policy forbids illegal file-sharing. Violation of copyright is a federal offense. Using a computer to copy or store any copyrighted material (text, images, music, movies, computer programs, etc.) is a violation of state and federal law, and leaves you liable, on conviction, to heavy fines and possibly imprisonment. **JCC abides by the Digital Millennium Copyright Act**

<http://www.copyright.gov/legislation/dmca.pdf>