

Dear Student,

Records from University Center partners indicate you are enrolled in one or more University Center classes this quarter. As part of our service to University Center students, you are provided with an Everett Community College ID number that enables you to access several services on the EvCC campus.

Your EVCC student identification SID number is: 804XXXXXX

Please treat this number confidentially.

Your EvCC SID enables you to access the following services:

- EvCC wireless access in designated campus areas
- EvCC student open computer labs
- Purchase an EvCC campus parking permit *–get your permit before classes begin or on the first day of class*
- Your previous EvCC record, if you attended EvCC recently
- EvCC e-mail
- EvCC e-tutoring
- EvCC Library

Access to the open computer labs, wireless and EvCC's Groupwise e-mail system can be gained by following the instructions on the reverse side of this letter. You may find it easier to go to one of the open student labs, though, where a lab assistant can help you get started. Lengthier instructions are available in a file located at the University Center's main reception desk, first floor of Gray Wolf.

If you are accessing services other than the wireless network or e-mail, you might be asked for a PIN. If so, your PIN is your birthdate (mmddyy). For example, if your birthdate is January 5, 1980, your PIN would be 010580. We encourage you to change your PIN if you have not already done so under this same SID; a PIN must be a 6 digit number. You may change your PIN by going to <https://www.ctc.edu/~everet/>

If you have been a student here before, and changed your PIN to a secret code, it is highly likely that your changed PIN (not your birthdate) is still in the system.

Please note: The information in this letter is relevant to access EvCC campus services only. You are not required to use EvCC campus services; they are complimentary to University Center Partner students. Your access to your university's services, such as your university's library and student registration system is entirely different and not related to the information in this letter.

If you have any questions, please contact the staff at the reception desk of the University Center, first floor of Gray Wolf Hall on the EvCC campus, or call 425-259-8900.

You may continue to receive this information quarterly as long as you are enrolled in your university courses through the University Center, whether or not you use the services. Information may change each quarter. We apologize for the redundancy.

K: Student SID usage letter; g.reg.com.director: student usage ltr



➔First time student login to the Novell network login window

Here are some guidelines for accessing the computers on the Everett Community College campus from the Novell login window:

Login Information for the Novell login: For Novell logins, as well as GroupWise Web access and Wireless logins for on campus, your **User Name** will be: First initial of your first name, first initial of your middle name (or an "x", if you did not register with a middle initial) and your complete last name. Your initial **password** will be: First initial of your first name, upper case, first initial of your last name, lower case, and your Student ID. So, for example, if your name was John L Doe, your User Name will be: jldoe Your password would be: Jd123456789 (where "123456789" is John L Doe's Student ID). This is your temporary password and will need to be changed.

The next step: Changing your password from the initial temporary password: This step must be completed at a networked EvCC computer – not on your laptop. When you log in on the EvCC computer, you should be prompted that "your password has expired. Please click Yes to change your password, When you click Yes, this will bring up a Novell Password Change window. Your new password must meet **all** of the following criteria. Your password must be 8 characters in length minimum. Your password must contain one lower case letter. Your password must contain one number. Important! Your password cannot contain your name or your last name. **Note: If you registered with a single letter for a first name, you may not use that letter in your password at all.**

If you are unable to login, reset your password or your password has expired you can use the EvCC Self-Service Password Reset page to reset your password, available at <https://www.everettcc.edu/resources/password/index.cfm>

➔How To: Use the EvCC Wireless Network

- Open your wireless icon
- Select EvCC from your available list
- Open your Internet Browser (such as Internet Explorer or Firefox)
- Type in your EvCC *Username* and *Password* *
- Now you are ready to go!

* Your Username and Password is the same Username and Password, as described at the top of this page, that you use to login to the Novell network, for classroom and lab computers, as well as the GroupWise web access student e-mail system.

Please Note: In order to use the Wireless Access, you change your password from the default password, since it is set as an expired password, in order to prompt you to set a new password, other than the default password. You can do this by doing the following:

- 1) Logging into the Novell network and creating a new password, when prompted that your password is expired.
- 2) Logging in to the GroupWise web access and changing your password from the Options menu.
- 3) By going to the EvCC Self-Service Password Reset page and resetting your password.

The EvCC Self-Service Password Reset page is available at: <https://www.everettcc.edu/resources/password/index.cfm>

For personal assistance in connecting to your account through Everett Community College, contact the Help desk at 425-388-9333 from 7:30am to 4:30pm, Monday through Friday, or go to one of the open Computer Labs on campus: Shuksan Hall or Glacier Hall. (Note: Glacier Hall may not be open in the Summer.)

Wireless Access Locations:

- Parks MPR and Espresso Stand
- Library/Media Center
- Shuksan 1st and 2nd Floors
- Whitehorse Hall
- Gray Wolf Hall
- Rainier 1st Floor
- Baker Auditorium and 2nd Floor
- Monte Cristo Room 220