

# STCC ACCOUNT INFORMATION

## STCC Account

Your STCC Account is used to manage your education. With this account you can log onto campus computers, access your grades, your class schedule, and your financial information. This account may be referred to as your WebAdvisor account or STCCNet Portal account.

To log into your STCC Account:

- Go to the STCC.edu website
- Select eTools
- Select WebAdvisor
- Select Log In

Enter User ID \_\_\_\_\_  
All lowercase

Temp Password \_\_\_\_\_

You will be prompted to create a new password.

Passwords cannot be changed on a cellphone or tablet.

Passwords must contain:

a capital letter, a lowercase letter, a number, and  
be at least 8 characters long.

Special characters (!@#%\$) are not allowed.

- Select Submit

## Where to find your Class Schedule

- Log onto your student account (above).
- Select the students tab
- Scroll down to my class schedule
- Select Term, then submit

## STCCNet Portal

The portal is like the inside website. It provides more detailed information tailored to you.

- Go to the STCC.edu website
- Select eTools
- Select STCCNet Portal
- Log in using your STCC Account credentials.

## STCC Gmail

Students taking credit courses will receive a STCC email account. All communications with the college should be sent using this account. Please check it frequently. If you have a personal Gmail account you should log out before continuing.

To access your STCC email account:

- Go to the STCC.edu website
- Select eTools
- Select Email
- Enter full email address

\_\_\_\_\_@student.stcc.edu

Temp Password \_\_\_\_\_

- Accept terms
- Create a new password
- Sign out when done (select your initial in the circle, then sign out).

By adding a recovery email or phone number this will give you access to reset your password yourself.

## Add a recovery Email/Phone number

Adding a recovery email/phone number to your STCC email account will give you access to change your STCC email password yourself.

- Log onto your STCC email account.
- Select the GEAR picture, then Settings
- Select the Accounts tab.
- Under change account settings, select Google account settings.
- Select "Secure Account".
- Select "Sign-in & Recovery".
- Add Recovery email and phone number

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<p><b><u>Add a Personal Email/Phone number</u></b></p> <p>Adding a personal email to your STCC Account will allow us to send you an email when the STCC email can't be accessed. This will make it easier for you.</p> <p>To add a personal email:</p> <ul style="list-style-type: none"> <li>• Go to the STCC.edu website</li> <li>• Select eTools, then WebAdvisor</li> <li>• Log into your STCC Account</li> <li>• Select Account Information (bottom right)</li> <li>• Select STCC Online Address, Phone and Email Changes</li> <li>• Complete then select Update</li> </ul>	<p><b><u>Blackboard</u></b></p> <p>Blackboard is the learning management tool that will be used for online and hybrid classes. The account will be available the Friday before classes start.</p> <ul style="list-style-type: none"> <li>• Go to the STCC.edu website</li> <li>• Select eTools, then Blackboard</li> <li>• Select third party account</li> <li>• Log in with your STCC Account and Password</li> <li>• (If you did not select third party account. User your Blackboard username and password with the leading zeros.)</li> </ul> <p>For Help: 413-755-4345 or email <a href="mailto:online@stcc.edu">online@stcc.edu</a></p>
<p><b><u>Student ID#</u></b></p> <p>The seven digit number can be found on the class schedule and also on the back of the Ramcard.</p>	<p><b><u>Ram Card</u></b></p> <p>The Ramcard is used as identification and also for printing. You can get a Ramcard from the Financial Aid Office after you Register for classes.</p> <p>To manage your balance:</p> <ul style="list-style-type: none"> <li>• Go to <a href="https://myramcard.stcc.edu/oneweb">https://myramcard.stcc.edu/oneweb</a></li> <li>• Log on with your STCC Account credentials to see your balance and add funds.</li> </ul> <p>For Help: 413-755-4696 or <a href="mailto:ramcard@stcc.edu">ramcard@stcc.edu</a></p>
<p><b><u>Where to Find Books for Your Class</u></b></p> <ul style="list-style-type: none"> <li>• Go to the STCC.edu website</li> <li>• Select EXPLORE Programs &amp; Classes</li> <li>• Select Class Schedules</li> <li>• Select Term on the left</li> <li>• Find the course you are taking and select the column that says Books</li> </ul>	<p><b><u>Parking</u></b></p> <p>For information on parking or to register your vehicle. Your bill must be paid to register.</p> <ul style="list-style-type: none"> <li>• Go to the STCC.edu website</li> <li>• Select Campus Life</li> <li>• Select Parking and Transportation</li> <li>• Select Parking Portal and Get Permits</li> </ul>
<p><b><u>Waive Health Insurance</u></b></p> <p>If you have more than nine credits you will be charged Health Insurance on your bill. If you have comparable coverage you can waive the insurance. This only needs to be completed once for the Fall/Spring semester.</p> <p>Directions can be found here:  <a href="https://www.stcc.edu/media/departments/student-accounts-office/Waiver-Instructions.pdf">https://www.stcc.edu/media/departments/student-accounts-office/Waiver-Instructions.pdf</a></p>	<p><b><u>More Directions Online</u></b></p> <ul style="list-style-type: none"> <li>• Go to the STCC.edu website</li> <li>• Select eTools, then Reset Password.</li> </ul>