

Academic Support Center

TECHNOLOGY GUIDE



MYICC

- >> Visit **my.icc.edu** or download the MyICC app to check your student email, register for classes, see the status of your financial aid, sign up for payment plans, apply for graduation, and more, right on your mobile device.



LOGGING INTO ICC COMPUTERS

- >> Your username will consist of your first and last initials and three numbers, sometimes followed by a letter. It will look like: AB123 or AB123a.
- >> The default password for your account is ICC (all caps) followed by the last five digits of your Social Security Number (SSN). It will look like: ICC12345.
- >> After logging in, change your password to something only you know.
- >> If you are having trouble remembering either your username or password or need to reset your password due to a lockout, you can call our help desk at **(309) 694-5457**.
- >> Take a moment to write down your username and password and store it somewhere safe.



ICC EMAIL

- >> This is a Google account, which you can sign into just like Gmail.
- >> Your ICC email account uses your ICC username followed by **@lab.icc.edu**. It will look like: AB123@lab.icc.edu or AB123a@lab.icc.edu.
- >> Your ICC email password is by default the same as your ICC account password above. It will use the last five digits of your SSN and look like: ICC12345.
- >> As this is a Google account you have access to Google Drive, Google Docs, and Google Sheets. Feel free to use these for school projects and take time to familiarize yourself with these programs.
- >> Check your ICC email **daily**. This will often be the first place you are notified of situations such as class cancellations and homework extensions.
- >> Your ICC email should be the only email you use to contact your instructors and faculty. External emails are often delivered to spam and missed.
- >> Please be patient and wait 24 hours for a response. Do not expect responses on weekends.
- >> Be respectful and write full sentences with proper capitalization, grammar, and punctuation.



MICROSOFT OFFICE SUITE

- >> Your ICC email allows you to download the entirety of Microsoft Office Suite for free.
- >> Google "Microsoft Office free for students" and follow the instructions. Make sure to use your ICC email address.
- >> Take time to familiarize yourself with Word, PowerPoint, and Excel.



CANVAS

- >> You can easily access Canvas from the icc.edu website by clicking MyICC in the top right corner and selecting Canvas. Alternatively, typing **icc.instructure.com** will take you directly to the Canvas login page.
- >> Your Canvas username and password are the same as your ICC computer username and password. They will look like: AB123 or AB123a, and ICC12345.
- >> Check Canvas **daily**. This is where most online assignments are posted, as well as where you can find your course syllabus and instructor contact information.



MAKING APPOINTMENTS WITH THE ACADEMIC SUPPORT CENTER

- >> The Academic Support Center provides free in-person and online tutoring and writing assistance for ICC students for many courses.
- >> You can access the ASC either through the icc.edu website by clicking MyICC and selecting Academic Support or by directly typing in **icc.mywconline.com**.
- >> Register for an account with your student email address. Use whatever password works best for you.
- >> By default, it shows the East Peoria location schedule, but you can switch to Peoria or Online by selecting schedules at the top.
- >> You can make an appointment by finding a tutor for the topic you need help with, then selecting the time slot that is most convenient for you. Open times will display as white, unavailable times will be blue. Your appointments will display gold. Call the ASC at **(309) 694-5355** if you cannot find a tutor for your subject.
- >> Make sure to check your ICC email regularly, as you will receive email reminders of upcoming appointments, or be notified if your appointment needs to be rescheduled.