**Campus Computers**

- **COMPUTERS** – are located in various labs, the Testing Center and the library. Each computer lab has recent versions of Microsoft Office installed along with a variety of lab specific software for students to use.

**eMail**

- **EMAIL** – Applicants to Temple College are provided a campus TC Webmail account. Beginning Summer 2014, once a student registers for a Temple College course an Office 365 Outlook email account will be created within 5 business days. TC personnel will then email students using Office 365 Outlook email addresses. Students are responsible for forwarding any critical emails from their TC Webmail accounts to their Office 365 Outlook accounts.

**TConnect**

- **TCONNECT** – provides access to your student records including things such as grades, unofficial transcripts, financial aid awards, testing summaries, registering and dropping classes, etc.

**Desire2Learn (D2L)**

- **DESIRE2LEARN (D2L)** – is the Online Learning Management System for Temple College courses accessible at http://templejc.desire2learn.com/.

**Library Database Resources**

- **LIBRARY DATABASE RESOURCES** – online tools for student use accessible on campus and off-campus which includes 70,000 electronic books. TC also belongs to the statewide TexShare system, providing students free access to over 50 online databases for research.

**NOTICE**

You are responsible for preventing unauthorized access to your confidential information.

**Tips to Ensure Confidentiality**

- **DO NOT** share your username or password
- Exit TConnect, TC eMail, etc. by clicking the Log Out/Off button at the top or bottom of the screen
- Always close your browser window when using a shared computer, log out of TConnect, eMail, etc. AND log out of your windows session

**What is it?**

- **COMPUTER LOG IN**
  - Username = lastname+first initial+last 3 numbers of student ID (example: doej114)
  - Password = date of birth as mmddyyyy
  - Your computer password DOES NOT CHANGE when you change your TConnect password

- **OFFICE 365 OUTLOOK eMAIL**
  - Email address=lastname+first initial+last 3 numbers of student ID@stu.templejc.edu (example: doej114@stu.templejc.edu)
  - Password=Uppercase T+lowercase c+date of birth as mmddyyyy
  - Change password by clicking on wheel cog in upper right corner > Office 365 Settings > Change Password
  - Office 365 Outlook email password DOES NOT CHANGE when you change your TConnect password

- **TC WEBMAIL**
  - Email address=lastname+first initial+last 3 numbers of student ID@templejc.edu (example: doej114@templejc.edu)
  - Password = date of birth as mmddyyyy
  - Change password by clicking on “Settings” then “Options”
  - TC Webmail password DOES NOT CHANGE when you change your TConnect password

- **TCONNECT LOG IN**
  - Username = lastname+first initial+last 3 numbers of student ID (example: doej114)
  - Password = date of birth as mmddyy
  - The first time you log into TConnect you will be prompted to create a new password between 6-9 characters in length, includes both letters and numbers and different than any former passwords, name, or username

- **DESIRE2LEARN (D2L) LOG IN** – Always use Firefox as the web browser for D2L
  - Username = lastname+first initial+last 3 numbers of student ID (example: doej114)
  - Password = same as Username (lastname+firstname+last 3 numbers of student ID)
  - The first time you log into D2L you will be prompted to create a new password at least 8 letters or numbers in length

- **LIBRARY DATABASE LOG IN**
  - Username = lastname+first initial+last 3 numbers of student ID (example: doej114)
  - Password = date of birth as mmddyyyy
  - When you log into a campus computer you will automatically be logged into the library databases
  - If you are using a computer off campus you will have to log into each database when

**What are my Passwords?**
What if…

I don’t know my Student ID number?

Contact Admissions & Records or Advising to obtain your Student ID

I don’t know my Username or Password?

Need Assistance? For Technical Questions, Call the IT Help Desk at 254-298-8450

How do I Register for Classes?

• Go to www.templejc.edu
• Click on TConnect
• Click on Log In
• Enter your username and password
• Click on Students
• Click on Search and Register for Credit Sections
• Select term, enter subjects (To select the classes you want, click in the box under sections)
• Click Submit when finished
• Under actions, select Register from the drop down box
• Click Submit
• Review your choices and click O.K.
• Go to account information, click Registration Statement for Class Schedule and Payment Information.
• Print a copy for your records

Tips to Ensure Confidentiality

• DO NOT share your username or password with anyone
• Exit TConnect, TC eMail, etc. properly by clicking the Log Out/Off button at the top or bottom of the screen
• Always close the browser when the process is complete
• If using a shared computer, log out of TConnect, eMail, etc. AND close your windows session when you are finished

OFFICE 365 OUTLOOK eMAIL

From the login webpage,

https://login.microsoftonline.com/

1. Click on “Can’t access your account?”
2. Enter your UserID
3. Enter the text and digits in field
4. Click on the “Next” button
5. Type your Username in the field
6. Click on the “Submit” button
7. You will receive an email with a password reset link

Desire2Learn (D2L)

From the TC website,

1. Click on Desire2Learn
2. Click on “Forgot Password,”
3. Type your Username in the field,
4. Click on the “Submit” button,
5. You will receive an email with a password reset link

Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status.

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