

Essential Information For Students

Campus Computers

eMail

TConnect

Desire2Learn (D2L)

Library Database Resources

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?

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 – 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 – 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) – is the Online Learning Management System for Temple College courses accessible at <http://templejc.desire2learn.com/>.

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.

What are my Passwords?

COMPUTER LOG IN

- Username = lastname+first initial+last 3 numbers of student ID (example: doe114)
- 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: doe114@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: doe114@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: doe114)
- 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: doe114)
- 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: doe114)
- 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 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?

TCCONNECT

From the TC website,

1. Click on "TConnect",
2. Click on "I'm new to WebAdvisor,"
3. Click on the "OK" button,
4. Enter your Last Name and either your SSN or Student ID,
5. Click on the "Submit" button,
6. Your Username will be displayed.
7. Click on the down arrow to display your email address to have a temporary password emailed,
8. Click on the "Submit" button.
9. You will receive an email with a temporary password.

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.

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

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.

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

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

Campus Computer Resources for Students

Provided by Information & Technology Services,
ITS Helpdesk

helpdesk@templejc.edu
254-298-8450



TEMPLE COLLEGE