

# TECHNOLOGY @JOHN A. LOGAN COLLEGE

## -----YOUR LOGIN INFORMATION-----

Once you have been admitted to the College, your **Volmail Email Address, Username/Student ID, and initial Password** are **sent to the personal email account you listed on your application** (From: [identity-donotreply@jalc.edu](mailto:identity-donotreply@jalc.edu) -OR- [Logan-Login-Info@jalc.edu](mailto:Logan-Login-Info@jalc.edu)). Remember to check Junk Mail/Clutter if you don't see that email (enter "**from: jalc**" in search box).

### You will use your Student ID & Password to access:

- **Volmail** (Email)
- **MyJALC** (Schedules, Grades, Bursar Bills, Transcripts, Add/Drop Classes)
- **Desire2Learn** (Online and hybrid classes)
- The College's **wireless network** (High speed/High security wireless connectivity)

### If you ever need to find your Student ID in the future:

1. Go to [jalc.edu](http://jalc.edu)
2. Click on **MyJALC** near the top right hand corner of the page.
3. Once in MyJALC, click on "**Find My ID**" under "**Helpful Links**" on the right.
4. Enter your first name, last name, date of birth and social security number.

## ----- NEW STUDENT TECHNOLOGY CHECKLIST -----

*\*You can access most of these resources from **MyJALC**. Click the link near the top right hand corner of the John A. Logan website, or go to [my.jalc.edu](http://my.jalc.edu)*

### 1: CREATE A JALCTEXT ACCOUNT

You will need to **create** a JALCtext account to get **emergency** and **campus closure** text alerts on your cell phone. This is a service that you'll have to opt into, as these accounts are not created automatically. To create your JALCtext account from the **MyJALC** Home page, click on the "**JALCtext - Create Account**" link under "**Additional Systems and Services.**"

### 2: REGISTER WITH PASSWORD MANAGER

You'll need to register, so that you can change your password to something easier to remember:

- 1) Click the "**Password Registration**" link on the **MyJALC** Home page, under "**Additional Systems and Services.**"
- 2) Follow the steps, you'll only need to register once.

### 3: CHANGE YOUR PASSWORD

Change your initial password to something that is easier to remember:

- 1) Click on "**Password Reset**" on the **MyJALC** Home page, under "**Additional Systems and Services.**"
- 2) Reset your Password. Your Password must be at least 8 characters, and contain at least 3 out of 4 of the following: lowercase letter; uppercase letter; number; and special character (e.g.: !; @; #; \$; %; ^; &).
- 3) Enter the new password into your "**LoganLive! Student Wireless**" network settings (see #9 below).

### 4: LOG INTO VOLMAIL ([volmail.jalc.edu](http://volmail.jalc.edu))

It's important that you check your Volmail, as this is the way instructors will contact you. Click the "**Volmail**" link on the **MyJALC** Home page, under "**Additional Systems and Services.**"

### 5: LOG INTO ONEDRIVE ([onedrive.jalc.edu](http://onedrive.jalc.edu))

John A Logan students automatically get a full Terabyte (1,024 GB) of cloud storage on OneDrive. With OneDrive you can ditch your thumb drive and store your coursework in the cloud. You can access OneDrive with the direct link above, through the tile menu, in the upper left hand corner of your Volmail screen, or from the **MyJALC** Home page, under "**Additional Systems and Services.**"

----- NEW STUDENT TECHNOLOGY CHECKLIST (CONTINUED) -----

6: LOG INTO MYJALC ([my.jalc.edu](http://my.jalc.edu))

Click the link near the top right hand corner of the JALC website, or go to [my.jalc.edu](http://my.jalc.edu) , then click the **Login** button at the top. Here you can:

- **View your schedule:** Students tab >My Course Schedule.
- **View your bursar bill:** Students tab >Financial Aid >My Student Information.
- **Order an official transcript:** Students tab >Admissions (info) >Order Official Transcript.
- **See your grades:** Students tab >Admissions (info) >My Unofficial Transcript, My Course History, or My Grade Report.
- **Add or drop classes:** Students tab >Add/Drop classes.

7: LOG INTO DESIRE2LEARN ([learn.jalc.edu](http://learn.jalc.edu))

Many courses require you to use Desire2Learn (D2L), the college's distance learning platform. If you're registered for any online or hybrid classes, they will appear in D2L at the beginning of each semester. Click the "**Desire2Learn**" link on the **MyJALC** Home page, under "**Additional Systems and Services**," or use the direct link above.

8: FIND SYLLABI FOR YOUR CLASSES

A syllabus provides important information about a course, such as which books are required, and how students will be graded. Click the "**Syllabi Portal**" link on the **MyJALC** Home page, under "**Additional Systems and Services**."

9: LOG INTO THE WIRELESS NETWORK

Connect your phone, tablet, or laptop to "**LoganLive! Student Wireless**" using your Student ID & Password. Make sure "Connect automatically" is checked.

10: INSTALL MICROSOFT OFFICE FOR FREE! ([office365.jalc.edu](http://office365.jalc.edu))

Students can install the full-featured Microsoft Office Suite on up to 5 computers (Windows or Mac) for FREE! Click the "**Install Microsoft Office for FREE!**" link on the **MyJALC** Home page, under "**Additional Systems and Services**." Then click the link or graphic on the next page. Now click the "**Install Office apps**" button towards the upper right. You can also install Microsoft Office phone and tablet apps for free from your device's app store.

----- HELPFUL RESOURCES -----

COMPUTER LABS

- C231A: Multimedia lab (no printing) open Mon-Thursday 8:00am-4:30pm
- C238: Internet, MS Office and free printing open Mon-Friday 8:00am-4:30pm
- Computers are also available for use in the College Library, with printing available at 10 cents/pg.

HELP WITH TECHNOLOGY

If you are unable to log into Volmail, or any other service (D2L, MyJALC, Wireless), you can find help at: [jalc.edu](http://jalc.edu) > Current Students >Tech Help >Help with Student Accounts. If you don't find a solution to your problem, you can contact the **IT Help Desk's 24-hour help line** at **618-985-2828** extension **8388**.

USEFUL TELEPHONE EXTENSIONS

College Phone Number: **618-985-2828**

- **Academic Advisement:** extension **8070** – Questions about courses and academic programs
- **Admissions:** extension **8298** - Questions about admissions, transcripts, and account information
- **Bookstore:** extension **8127** - Questions about textbooks and course related supplies
- **Bursar:** extension **8440** - Questions about tuition, fees and bills
- **Financial Aid:** extension **8308** - Questions about Financial Aid and FAFSA
- **IT Help Desk:** extension **8388** - Questions about logging in and wireless connectivity
- **Learning Resource Center:** extension **8278** - Questions about Desire2Learn