

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). Remember to check your Junk Mail 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 WiFi)

If you lose the initial email, and need to find your Student ID in the future:

1. Go to 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***

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: CHANGE YOUR PASSWORD

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

- 1) Click the "**Volmail**" link on the **MyJALC** Home page, under "**Additional Systems and Services**."
- 2) **Don't log in!** Instead, click the **red box** near the bottom, "**Change Password: Known or Current**."
- 3) Fill in the fields with your **Student ID/Username, old and new passwords** and click the **Submit** button.

3: LOG INTO VOLMAIL (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**."

4: LOG INTO ONEDRIVE (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) -----

5: LOG INTO MYJALC (my.jalc.edu)

Click the link near the top right hand corner of the JALC website, or go to 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 >My Billing Information
- **Order an official transcript:** Home tab >Helpful Links >Request a Transcript
- **See your grades:** Students tab >My Grade Report
- **Add or drop classes:** Students tab >Add/Drop Courses

6: LOG INTO DESIRE2LEARN (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.

7: 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**."

8: 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.

9: SET UP FREE STUDENT PRINTING

John A Logan students can print for free, from any computer, tablet, or smart phone. Upload files **24/7** to the PrintNet website. Pick up print jobs in Room C115, Monday-Friday. Click the "**Free Student Printing**" link on the MyJALC Home page, under "**Additional Systems and Services**." You can also print for free to the **library copier**, from any computer in the College's library.

10: INSTALL MICROSOFT OFFICE FOR FREE! (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:** M-Th 8:00-4:30 / **C238:** M-F 8:00-4:30 / **Library:** M-Tu 7:30-6:00, W-F 7:30-4:30

HELP WITH TECHNOLOGY: If you are unable to log into Volmail, or any other tech service (D2L, MyJALC, College WiFi), 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 **8201** - 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 WiFi
- **Learning Resource Center:** extension **8278** - Questions about Desire2Learn