

Taking a Class at JSC?

Policies and Procedures

All students are expected to familiarize themselves with the policies and procedures of Johnson State College available online at www.jsc.edu/PoliciesAndProcedures. *Social Security numbers* are highly confidential and legally protected data. The Vermont State Colleges are committed to protecting the privacy of VSC employees and students, to the proper handling of social security numbers and to the overall reduction in the use of social security numbers for business processes. In order to comply with federal law, the VSC requires all students who are U.S. citizens to provide their social security numbers prior to being registered for classes for the first time, except for those students in contract courses that are paid for by an external entity.

Many instructors use *Moodle*—a web-based learning management system—to post assignments and supplemental course materials, and in the case of online or hybrid courses, regularly accessing the course in Moodle may be a requirement of the course.

Electronic mail is an official means of college communication with all students.

Johnson State College provides students with an email account, free of charge. Students are responsible for all information sent to their college-assigned email accounts. If students choose to forward their college email to another account, they remain responsible for the contents of any official message, including attachments.

JSC expects that students will use *VSC Web Services* to access their class schedule, unofficial transcript, and grade reports, and to register for courses.

Within 48 hours of course registration all students will receive *JSC Portal, Moodle, Email, and VSC Web Services* access.

How to access JSC Portal, Moodle, Email, and VSC Web Services

To access the JSC Portal, Moodle, email, and VSC Web Services you'll need to activate your account; we recommend doing so before the start of the semester. If you have previously logged on to the Portal, please follow the instructions in Option 1 (below); otherwise, use the instructions in Option 2 (below). If you experience difficulties accessing your accounts, submit a request for assistance to the Help Desk at <http://servicedesk.vsc.edu>.

1. Go to <http://myjsc.jsc.edu>. Click on the “Change My Password” link, located under the Central Authentication Service header. Follow the online instructions to change your password. This process will activate your JSC network and email accounts and set the new password to apply to all of your accounts.

2. Go to <http://myjsc.jsc.edu>. Click on the link “Activate My Account.” Follow the online instructions to set a new password. This process will activate all of your accounts at the same time. Your username will be listed on the page after you have successfully activated your account. Please note that you will need your College ID# to activate your account. You can obtain your ID# by clicking on the “What is my Colleague ID” link on the Central Authorization Service Page.

Email: To access your email account through the JSC Portal, log into the Portal and click on the envelope link on the left side of the screen above the calendar.

To access courses that have been activated in Moodle, log into the Portal and locate your class(es) under “My Classes” on the top and center of the home page. If there is a hyperlink, the class has been activated in Moodle.

VSC Web Services: VSC Web Services are accessible by logging into <http://myjsc.jsc.edu> and scrolling down the left side of the Portal JSC home page. Various links are available.