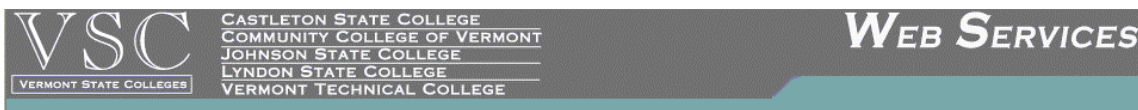


# VSC Web Services Guide for Students



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## Introduction

VSC Web Services is a gateway for students, faculty, instructors and staff of the Vermont State Colleges to access information from the VSC system database. Located at <http://blackboard.vsc.edu>, also known as the VSC Portal, guest users may search the VSC catalog of course offerings and get continuously updated status of enrollment in each section. Students, with a user id and password, may log in to view their pay stub, leave plan and total compensation report. Student workers will also enter their time here.

## Logging In

You will gain access to VSC Web Services by logging in to the VSC Portal via Blackboard. The Blackboard login module is shown below.

Login requires a user name in this format: your initials, the month you were born, the day you were born and usually a trailing zero. (For example: xxx01050). The best way to determine your user name is to click on the What's My User Name link and follow the instructions. (see the screen shot below for details) **Passwords** are your **initials (the same as your User ID) plus the last four digits of your social security number**. Please be sure to change this password the first time you login. Anytime you or the IT support staff reset your password it will be your initials and the last four digits of your social security number.

Use this link to determine your college user name.

Fill out the form below supplying your last name and your complete social security number (with or without hyphens, it works either way). Click Submit, your user name will be displayed. You can then close the window to return to the Blackboard login screen.

PROSPECTIVE STUDENTS

### What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

\* = Required

Last Name\*

---

SSN

OR

Colleague ID









---

**SUBMIT**

## Changing your password

VSC college passwords are now shared by a number of web services at the VSC including Blackboard. To change your password you may choose the Change Password link from the Tools box on the left side of your first Blackboard page. Regardless of where you link to the change password screen, you will be changing your password for both Blackboard and VSC Web Services as well as other web services.

**Tools**

-  [Announcements](#)
-  [Send E-mail within Blackboard](#)
-  [User Directory](#)
-  [Personal Information](#)
-  [Change Password](#)
-  [VSC Helpdesk](#)
-  [VSC Calendar \(click year tab\)](#)
-  [Check Browser Tool](#)

Click here to Change your

## Vermont State Colleges

### Self Service Account Management

In order to change your password, you will first be required to login to your existing account. You will then be prompted for your existing password and your choice of a new password.

If you've forgotten your password you will need to contact the [HelpDesk](#) and submit a request to reset your password.

Remember, the password for the services listed below is the same and changing your password here will change it for all of them.

- MAPLE
- Blackboard
- Payroll/Paystub
- LSC Email/Desktop Login
- VTC Email/Desktop Login
- JSC Desktop Login
- CCV Desktop Login
- CCV Harvey/Staff Resource Center
- CCV Instructors's Resource Center

Login to My Account

This screen assumes that you know your password already and just want to set it to something meaningful to you. Login with your standard user name and current password.

Connect to ash.vsc.edu

ash.vsc.edu

User name:

Password:

Remember my password

OK Cancel

Successful login results in a screen that asks for current password and new

Current Password

New Password

Repeat New Password

Change My Password

Once you've changed your password remember it will be in effect for Blackboard and VSC Web Services as well other web services on your campus. If you've forgotten your password help desk staff will need to reset it. See below for making a help desk request.

## Getting Help

In all cases if you need help with VSC Web Services you may ask your local staff or submit a helpdesk request through Track-IT. Clicking the Contact Us button...

In all cases if you need help with VSC Web Services you may ask your local staff or submit a helpdesk request through Track-IT. Clicking the Contact Us button -

**CONTACT US** - results in this message.

### Please contact Web Services Support through your local Help Desk.

The Vermont State Colleges uses help desk software called Track-IT for problem reporting. Access Track-IT through the link provided below. Remember, when completing the Track-IT form provide a detailed description of your problem or question and always include your email address to enable a quick response. Before submitting a Track-IT help request be sure to read all of the instruction links and help messages.

To Submit a Track-IT Request, Please Click Here - [Track-IT](#)

Choosing the Track-IT link will result in the screen below. If you know your user name and password, click on Student, Faculty and Staff Login. If not, use the appropriate link on the right hand side of the page

VERMONT STATE COLLEGES

**NUMARA SOFTWARE Track-It!**

**STUDENT, FACULTY, & STAFF LOGIN**

[Student, Faculty, and Staff Login](#)

(Note: To login you must use **VSC\username** as your full username to login.)

[First Time Users - Click Here](#)

[Visitor Login](#)

[If you can't logon to the Trackit Help Desk -- Click Here.](#)

[Don't Know Your Login\Don't Have One?](#)

Help Desk Location	Phone Number
<a href="#">Castleton State College</a>	(802)468 - 1221
<a href="#">Community College of Vermont</a>	(802)241 - 1177
<a href="#">Johnson State College</a>	(802)635 - 1415
<a href="#">Lyndon State College</a>	(802)626 - 6456
<a href="#">Office of the Chancellor</a>	(802)241 - 2535
<a href="#">Vermont Technical College</a>	(802)728 - 1721

[Technician and Team Login](#)

Fill out the subsequent form as completely as you can. The VSC strives for a 24 hour turnaround time on all help desk work orders. You will receive faster service if you include an email address.

## Navigating VSC Web Services

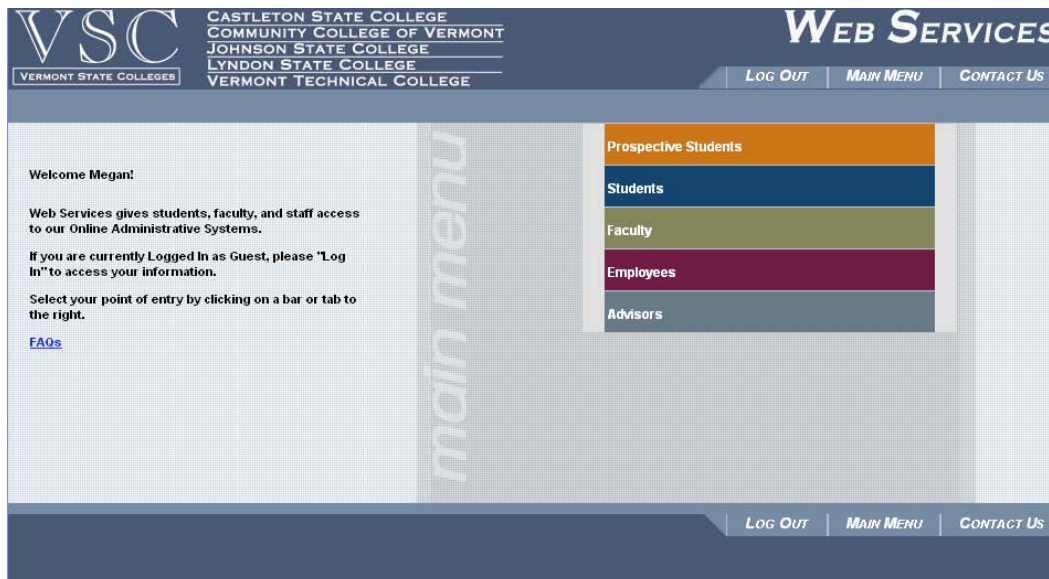
It's always good practice to **use the Menu options** to navigate, however in many cases the BACK button on your browser will now work. If while using the BACK button the screen cannot be resolved (you get an error), click the Refresh button on your browser to take you back to the main menu. **Use the TAB key** to move between fields instead of pressing ENTER as you may inadvertently submit the form before you are finished completing it.

## Accessing VSC Web Services

Once you've logged into Blackboard you'll want to look for the VSC Web Services **Student module**. This is located on the first page after you login under Announcements.



Clicking on **Main Menu** link results in the following screen.



Clicking on the **Students button** results in the following screen of links to various workflows. For student workers you'll click on the Employees button to enter your time. Web time entry is documented in the Employee Manual.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Web!

The following links may display confidential information.

<p><b>User Account</b></p> <p><a href="#">What's my User ID?</a></p>	<p><b>Registration</b></p> <p><a href="#">Search for Sections</a>  <a href="#">Register and Drop Sections</a>  <a href="#">Register for Sections</a></p>
<p><b>Financial Profile</b></p> <p><a href="#">Account Summary by Term</a>  <a href="#">Custom Bill</a></p>	<p><b>Academic Profile</b></p> <p><a href="#">Grades</a>  <a href="#">Transcript</a>  <a href="#">Program Evaluation</a>  <a href="#">Test Summary</a>  <a href="#">College Class Schedule</a>  <a href="#">VSC Class Schedule</a>  <a href="#">My profile</a></p>
<p><b>Financial Aid</b></p> <p><a href="#">Financial Aid Award by Year</a>  <a href="#">Financial Aid by Year &amp; Term</a>  <a href="#">Financial Aid Document Status</a>  <a href="#">Financial Aid Award Letter</a></p>	<p><b>Academic Planning</b></p> <p><a href="#">Program Evaluation</a>  <a href="#">Graduation Application</a></p>
<p><b>Communication</b></p> <p><a href="#">E-mail My Advisor(s)</a></p>	

## Students Menu

The student menu includes menu items that display your schedule, your grades for a completed semester, an unofficial transcript of all the classes you've taken at the VSC and the ability to perform a degree audit. Most of these links will require you to enter a semester, transcript grouping, program or catalog year. Look for the codes beginning with C for Castleton, J for Johnson, L for Lyndon, T for Vermont Tech and V for CCV. For example a CCV semester would look like: V03FA, a Castleton transcript grouping like: CUG, a Johnson program might be: J.BS.BUS and a catalog year: 04-05.

### Registration

Web Registration availability varies depending on your college and your academic level. If you have any questions about whether or not you can register via the web please contact your registrar's or site office. In all cases, online registration is only available to students who are in good academic and financial standing with their college. In addition each college may have special requirements that allow students to use online registration. Onscreen messages will usually tell you who to talk to in case of a problem but if you have any questions about your ability to register online please contact your CCV site or registrar's office. Registration links are accessed via the VSC Web Services module and **can only be accessed after you login to the Portal/Blackboard.**

## Register for Sections

Once you've clicked on Register for Sections you'll see the screen below, you will be presented with a screen that displays your college and current program. You will need to check the box for either correct or incorrect.

### Register for Sections

Welcome **Web Student**

According to our records, you are currently a student of **Community College of Vermont** in the **Non-Degree Undergraduate** program.

---

Is this correct?  
 If so, please choose 'Correct' below, and Click on Submit  
 If this is not correct, please choose 'Incorrect' and click on Submit

---

Correct

Incorrect

---

**SUBMIT**

If the information is incorrect you will be asked to contact your local registrar's office. If your information is correct and you are a CCV student you will need to sign a registration Agreement form. All other colleges will proceed directly to the screen below where you'll choose a term.

### CCV Web Reg Term Inquiry

Welcome **Web Student**

---

Which term do you want to register for? (must be a CCV Term)

Term

- C06SP - CSC Spring 2006
- J06SP - JSC Spring 2006
- L06SP - LSC Spring 2006
- T05WI - VTC Winter 2005
- T06SP - VTC Spring 2006
- V06SP - CCV Spring 2006
- C05FA - CSC Fall 2005
- J05FA - JSC Fall 2005
- L05FA - LSC Fall 2005
- T05FA - VTC Fall 2005
- V05FA - CCV Fall 2005

**SUBMIT**

---

[LOG OUT](#) | [MAIN MENU](#) | [STUDENTS](#)

One you've chosen a term and if you know the section numbers or the synonym for the courses you want to take choose Express Registration on the next screen. The section numbers can be found in your college's course list as well as the four or five digit synonym. Using the synonym is the fastest way to complete the registration. If you don't have either of these, chose Search and Register below. This option allows you to search for courses using a variety of criteria and then check off what you want to add to your registration.

## Register for Sections

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH\*100\*01 or Synonym 42765).

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)

Use this option if you would like to register or remove sections that you are currently waitlisted in.

**SUBMIT**

### Express Registration

Choosing Express Registration displays the screen on the next page. Line 1 depicts the course/section number method. First choose the three letter subject code from the drop down list, then enter the four-digit course number, then the three or four character section number and finally choose the registration term. This is the term that you are registering for not the term you are currently in. Each college has it's own term codes so be careful to pick the correct one. Line 2 represents the entry of just the synonym. Be sure to **always select the term** as it will speed things up considerably. You may enter up to 10 different courses in any combination of synonyms and course/section numbers. When you are finished adding courses, click Submit. You can also add more courses at any time, even in a later session.

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
	CIS - Computer Information Systems	2220	V001	V06SP - CCV Spring 2006
37598				V06SP - CCV Spring 2006

**SUBMIT**

**Preferred Sections Screen** - Once you've made your choices and clicked submit, a list of your Preferred Sections will be displayed. You may add as many sections as you like

here. This does not mean you are registered for the classes you selected. It means you have put these classes in a "holding bin" while you are working out your final schedule. The sections on your list will remain until you choose an "Action".

Action for ALL Pref. Sections (or choose below)

The sections you chose from Express Registration are listed here.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	CCV Spring 2006	<a href="#">CIS-2220-YO01 (37598) Web Site Dgn &amp; Mgmt</a>	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	S. Corrow	0 / 16 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	CCV Spring 2006		<a href="#">ENG-1061-VM03 (38373) English Composition</a>	CCV Montpelier	01/25/2006-05/03/2006 Lecture Wednesday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	S. Loynd	3.00	
<input type="checkbox"/>	CCV Spring 2006		<a href="#">HUM-1000-VM02 (37499) Dimens of Learning</a>	CCV Montpelier	01/26/2006-05/04/2006 Lecture Thursday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	P. Keller	3.00	

You will also see any current registrations.

The list of actions appears in a drop down menu in two places. You may choose an action from the drop down box that will affect all sections in your preferred section list or you may choose individual actions from the drop down box that will affect only this section on your list.

Choosing an action from this drop down box will affect all sections on your preferred list.

Choosing an action from this box affects only this section.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	CCV Spring 2006	<a href="#">CIS-2220-YO01 (37598) Web Site Dgn &amp; Mgmt</a>	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	S. Corrow	0 / 16 / 0	3.00	

The drop down list of actions includes:

- RG – Register: Choose this to enroll in the course with the standard grading options (A-F).
- RP – Register Pass/Fail: Use this option if you do not want a letter grade for the course.
- AU – Audit: Choose this if you do not want credit for the course. In most cases the tuition and fees will be the same as if you took the course for credit.
- RM – Remove from List: Use this option if you want to delete sections off your preferred list.
- WL – Waitlist: Choose this to be added to the waitlist if there are no more seats left in the course.

**Registration Results Screen** – Once you have selected an action for each course or chosen an overall action from the drop down list for your preferred list and clicked submit, VSC WEB SERVICES will process your registration.

A successful registration is shown below. The registration request passed all the rules put in place for this section. Even though a warning is displayed the student was registered for the course. Warnings like the one shown below do not prevent a student from enrolling in the section.

Warning messages will appear here.

CIS-2220-VO01 - Course Filled. Either add to wait list or look for an available section.

The following request(s) have been processed:
 

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CCV Spring 2006	UNSUCCESSFUL registration		<a href="#">CIS-2220-VO01 (37598) Web Site Dan &amp; Mamt</a>					

Status shows successful or unsuccessful registration

If you receive a message like the one below your registration has not been processed and you must change the action for the course that is in question and resubmit the whole request. You will automatically be returned to the Preferred Sections screen. In the case below you could either remove BIO-2012 from the list or chose the "blank" option at the top of the drop down list. Only when all the sections you request for registration pass the rules will the entire registration be processed.

BIO-2012-VU01 - Course BIO-2012 prerequisites have not been started.

Some possible problems with courses could be, time conflicts, lack of necessary pre-requisites (as shown in the example above) or co-requisite courses, courses that are full and courses that require special instructor permission. Other reasons a registration may not be processed include, financial or academic holds. In these cases it is best to call or visit your site office.

If you are enrolled in the current semester you will probably see those courses on this screen as well. At certain times of the year you may even see three terms listed.

After a registration is processed, menu options below are available on the receipt of registration screen. You may look at your account summary and pay your bill via our web payment service using either a credit card or check, add more classes, drop classes or view your current schedule.

## Search and Register for Sections

Choosing search and register for sections results in the same screen that is used to view the course list through VSC Web Services.

**Search/Register for Sections**

Choosing a term **OR** a start/end date are required.

Term:

---

Starting On/After Date:  Ending By Date:

---

Subject	Course Level	Course Number	Section
<input type="text" value="CIS - Computer Information Systems"/>	<input type="text" value="200 - 2nd Year"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

Sections Meeting After:  Sections Ending Before:

---

Mon 
  Tue 
  Wed 
  Thu 
  Fri 
  Sat 
  Sun

---

Course Title Keyword(s):

Location:  Academic Level:

Instructor's Last Name:

---

**SUBMIT**

Fill out the search form using whatever criteria will best help you to find the course you want to register for. In the example above, the student is looking for all CCV Spring 2005 computer courses that will be held online.

A portion of the results are shown below.

Select Section(s)	Term	Status/ Open Seats	Section Name and Title	Location	Meeting Information	Faculty	Enrolled/ Capacity/ Waitlist	Credits
<input checked="" type="checkbox"/>	CCV Spring 2006	Open / 10	<a href="#">CIS-2012-VO01 (37595) Intern Prog. Vis Bas</a>	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	R. Bogart	6 / 16 / 0	<input type="text" value="3.00"/>
<input type="checkbox"/>	CCV Spring 2006	Waitlisted	<a href="#">CIS-2031-VO01 (37596) C/C++ Programming I</a>	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	J. Shain	15 / 16 / 1	<input type="text" value="3.00"/>
<input checked="" type="checkbox"/>	CCV Spring 2006	Closed	<a href="#">CIS-2220-VO01 (37598) Web Site Dgn &amp; Maint</a>	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	S. Corrow	17 / 16 / 0	<input type="text" value="3.00"/>
<input type="checkbox"/>	CCV Spring 2006	Open / 2	<a href="#">CIS-2220-VO02 (37599) Web Site Dgn &amp; Maint</a>	CCV Online	01/23/2006-05/01/2006 On-Line Monday Times to be Announced, Room to be Announced	K. White	14 / 16 / 0	<input type="text" value="3.00"/>

Select the sections that you want to add to your preferred list by checking the box and then scrolling to the bottom to click Submit. Note: Multiple selections are allowed on this screen.

Any sections selected will be added to your Preferred Sections screen. You may then choose an action as described on page 9.

## Register and Drop Sections

Choosing Drop Sections displays the screen (in part) below. The screen also shows your preferred section list so it is possible to drop and add classes at the same time. Drop sections by checking the box in front of the course number. VSC Web Services will not allow you to drop all courses or drop courses in a current semester if the add/drop period is over. It will allow you to drop a course and add a course simultaneously. If you want to drop all courses you will need to contact your CCV site office or your college's registrar.

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input type="checkbox"/>	CCV Spring 2006		<a href="#">ENG-1061-VM03 (38373) English Composition</a>	CCV Montpelier	01/25/2006-05/03/2006 Lecture Wednesday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	S. Loynd	3.00		
<input type="checkbox"/>	CCV Spring 2006		<a href="#">HUM-1000-VM02 (37499) Dimens of Learning</a>	CCV Montpelier	01/26/2006-05/04/2006 Lecture Thursday 06:00PM - 09:00PM, CCV Montpelier, Room TBA	P. Keller	3.00		

You'll receive a receipt of the drop and the new class schedule for the student.

The following request(s) have been processed:									
Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
CCV Spring 2006	UNSUCCESSFUL drop		<a href="#">HUM-1000-VM02 (37499) Dimens of Learning</a>						

## Account Summary/Make A Payment

Through the VSC's new web payment service TouchNet, you may now pay your bill online using either a credit card or a check. After you click on the Account Summary/Make a Payment button you'll see the confirmation screen below. Just click on the Submit button.

### Custom Bill

Click SUBMIT to view your bill

SUBMIT

A detailed bill should follow on the next screen with a balance at the bottom. This bill may contain more than one semester.

If you are paying with a check you'll need to know the bank routing number (which is usually found on your checks) and the number between the arrows below. This number is actually the last four digits of your student id. If you are paying by check be sure to write down this number so you have it handy. Click on the red button to proceed to the Touchnet web site.

Date	Term	Code	Description	Charges	Payments/ Credits	Balance
06/01/04			*** Balance Forward ***	0.00	0.00	0.00
01/02/06	06SP	10104	CCV I/S NON-DEGREE TUITI	652.00	0.00	652.00
01/02/06	06SP	10201	CCV REGISTRATION FEE	50.00	0.00	702.00
01/02/06	06SP	10212	CCV MATERIAL FEE	15.00	0.00	717.00
					Total:	717.00

=====  
**If you will be paying from your Checking/Savings Account**  
**WRITE DOWN THIS NUMBER -> 0390354 <-**  
**This is your Student Id.**  
**Click the link below to make an online payment with**  
**a credit card or web check**

[Click here to Make a Payment](#)

Once the Touchnet window has opened, follow the onscreen directions and be sure to print out your receipt before leaving Touchnet.

## College/VSC Class Schedule

You may view your college class schedule or if you are attending more than one college in the VSC, you may view a comprehensive schedule. Either way choose a term from the drop down list to see a screen like below. Clicking on the Course Number and Title (text in light green) opens a page that shows a more detailed description of the section.

Term  
CCV Spring 2006

---

Total Registered Credits 3.00

---

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
<a href="#">DAN-1030-VU01 (38437) Body Awareness</a>	Add	01/24/2006-04/25/2006 Lecture Tuesday 11:45AM - 02:45PM, CCV Burl Cherry St, Room LL7	3.00			01/24/06

Click on the course title for a more detailed description

**Section Information**

Please use the "Close Window" Button to Leave the Screen

Title Body Awareness  
 Section Number DAN-1030-VU01  
 Description Designed to awaken an awareness of one's body through yoga, dance, massage techniques and reading assignments. Emphasis is on the importance of proper alignment, energy flow, flexibility and strength, body/breath coordinations, tension relief exercises, and philosophies. There are also exercises in postural re-education and simple body-care techniques. A strong emphasis is placed on the correct and natural use of the body.  
 Credits 3.00 CEUs  
 Start Date 24 January 2006 End Date 25 April 2006  
 Academic Level UG - Undergraduate  
 Section Comments

**Meeting Information**

01/24/2006-04/25/2006 Lecture Tuesday 11:45AM - 02:45PM, CCV Burl Cherry St, Room LL7

Faculty Contact	Faculty name	Phone	Extension	E-mail address	Instructional Method
	Annelies C. Smith			drala@usadatanet.net	Lecture
	Jill E. Carroll			jec09060@VSC.EDU	Lecture

**Prerequisites**

None

**Supplies**

None

**CLOSE WINDOW**

**Grades**

Clicking the Course Grades link brings you to the screen below. Choose a semester by following the directions on the screen.

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	V06SP	CCV Spring 2006	01/23/06	05/05/06
<input type="checkbox"/>	C06SP	CSC Spring 2006	01/17/06	05/12/06
<input type="checkbox"/>	06SP	Spring 2006	01/02/06	05/12/06

A screen like the one below will appear. Grades are recorded by instructors through VSC Web Services and then must be verified by the registrar. They will appear for students after that process has taken place.

**Advisor**

Web Faculty

Term GPA 0.000

Course Section	Title	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Final Grd	Credits	CEUs
PED-1170-C01Y	Jogging								1.00	