Helpful Information

Open Lab Hours
Below are the open lab hours for all campuses:

Grayslake: LRC Lab
Mon – Thurs 8:00 AM – 9:45 PM
Friday 8:00 AM – 4:15 PM
Saturday 9:00 AM – 4:15 PM
Sunday Closed

Lakeshore: Room 1NG 016
Mon – Thurs 8:00 AM – 9:45 PM
Friday 8:00 AM – 4:15 PM
Saturday 8:00 AM – 1:00 PM
Sunday Closed

Southlake: Room V220
Mon – Thurs 8:00 AM – 8:00 PM
Friday 8:00 AM – 4:00 PM
Saturday 8:00 AM – 1:00 PM
Sunday Closed

Wireless Access
If you are using Windows XP or higher, your computer will automatically detect the SSID (Lancernet).
To use it, connect to it as you would any other wireless network.

Student Service Desk

Phone: 847-543-HELP (4357)
Option 3 – Student Support
Chat: Located on ITS Service Desk department page
Hours:
24 Hours a Day / 7 days a week
365 days a year

Reminders
Service Desk
Student CLC technology questions (Blackboard, Email, etc.) can be answered via the information above.

Logging onto CLC Computers with myLogin
ALL students are required to log onto any computer they use while on any campus.
The username and password is the same as your myLogin credentials.

Make sure to log off the PC when done!

Print Management
All students will have accounts set with $25.00 to print for Fall semester. If you exceed this amount, you will need to purchase a print card at the card machines.
Black & white prints are $.10/1-sided prints and $.05/ea for duplex (2-sided) prints. Color is $.20/page and $.40 for duplex prints.
Please see the available lab assistants with any questions you have on logging onto the computers or with using the print management system.

Student Technology Newsletter

Fall 2013

Student Logins to Campus Computers
Print Management System
Fall 2013 Student Newsletter

What’s Inside

1. Student Login (myLogin)
2. Login Management
3. Student Portal
4. Student E-mail
5. Blackboard

Student Login (myLogin)

All students need to create a student login, called myLogin. This login allows easier access to myStudentCenter, student email, and Blackboard with needing to remember only one username and password. You must still log in to each system separately. Go to www.clcillinois.edu/newlogin and follow the steps below:

New Students
- Click the link “Create Login for New Students”.
- Enter your CLC ID, First Name, Last Name and Birth Date (ex. mmddyy)
- Follow the steps to create your student login.

Returning/Active Students
- Click the link “Create Login for Active/Returning Students”.
- Enter the following:
  User ID is W + CLC ID
  Password is W + CLC PIN
- Follow the steps to create your student login.

Login Management

It is very important that you remember your myLogin information. If you forget your username and password, or would like to change your password or security questions, visit www.clcillinois.edu/managelogin.

myCLC Student Portal

URL: https://myclc.clcillinois.edu

CLC has a student portal to use called myCLC. This is a one-stop login for access to various systems for CLC (i.e. myStudentCenter, Email, Blackboard).

Click on ‘myCLC’ icon from any CLC webpage or type the URL above from any web browser and log in as follows:
1. Enter your myLogin username
2. Enter your myLogin password
3. Click the ‘Log In’ button or press ‘Enter’ key
4. A Security Information screen may appear concerning showing nonsecure items. Press ‘Yes’ to continue to the main page.
5. From there you can click on any of the icons to the left to access our systems.

This is also a great place to get announcements, links to important CLC departments, join multiple communities, and invite other CLC students and/or staff to be ‘friends’ and chat (similar to Facebook or Myspace).

Other capabilities of this portal are having your own calendar to put your appointments and the system email reminders to you as well as the ability to create your own page.

Student Email (by Google Mail)

NOTE: No need to ‘sign up’ for an account – one will be created when you create your student login.

CLC users Google Mail (a.k.a. Gmail) for our student e-mail system.

The only way to access your Gmail account is through the myCLC portal.

Your email address is as follows (whether you are a new or returning student):

Your myLogin@stu.clcillinois.edu

To log into your email account:
1. Log into the myCLC portal with your myLogin username and password
2. Click on the Gmail icon on the left side of the screen (in the Launch Pad).

NOTE: The first time you click this icon, a welcome letter will appear for Gmail.
   a. Read the information on the page
   b. Type in the characters you see at the bottom of the page
   c. Click ‘I accept. Continue to my account’ button.
3. Your Gmail account will appear

For further information on how Google Apps works and how to move mail items from your Windows Live account, click on ‘Email’ from CLC’s home page or go directly to http://www.clcillinois.edu/clcemail/index.asp

Blackboard

NOTE: If your class does not appear in Blackboard before or on the start date, the instructor hasn’t opened the class yet. Check back after the start date.

NOTE: You MUST log into your student email account to receive emails from Blackboard.

To log into Blackboard Directly:
1. Click ‘Blackboard’ from CLC’s home page or enter the URL above into your browser address bar.
2. Enter your username and password as follows:
   Username: Your myLogin
   Password: Your myLogin password