



## Student Information Sheet

- What is 'My NSCC'?** 'MyNSCC' provides access to your student records with links to clarify portfolio, the academic schedule, services and email.
- Why use MyNSCC?** You use MyNSCC to view grades, class schedules, weekly schedules, an unofficial transcript, your "bio/demographic" information, and emergency contact information. You can also pay tuition through MyNSCC! Links to your email is there, and the 'password management tool' to re-set your password for your computer login, email account, MyNSCC and SharePoint.
- Where do I start?** From your desktop, click its icon (see top of page). If not on campus, go line and navigate to [www.nscC.ca/mynscC](http://www.nscC.ca/mynscC).
- On the opening screen; view 'Getting Started' on the left hand menu bar to access important information, FAQs, quick reference screens, navigation assistance and an instructional video.
- MyNSCC is web-based, so selecting a link will shift you outside of this service to explore the topic of interest. To safeguard your privacy, once ready to access specific information (i.e. grades, schedules) choose 'Login to My NSCC' to get started! Enter your ID number (with 'w') and password. Entries are case sensitive.
- Access & Use** Login to MyNSCC click on 'Self Service' – now click 'Student Centre'. Now, look at the term pull down menu. Here, you'll see a list of all the options before you. What you see is largely 'view only' so testing the various options can't hurt as you gain comfort on the system. The options where you change details (i.e. payment, emergency contact information) will require stages with 'save' options.
- Comfort & Training** As you'll discover, MyNSCC is a very user friendly, yet *secure* information system. It was created to provide students access to view or change their information as you advance in your program.
- On campus, your 'computer' faculty should offer some class time to the MyNSCC system and its related components (i.e. password management, email access).
- However, if you have questions on the MyNSCC system, or the details that you see for your records; please see come see us at Student Services.

If interest exists, group information and usage sessions can be offered.

Another resource is [/www.nscC.ca/IT/Self\\_Service/](http://www.nscC.ca/IT/Self_Service/)