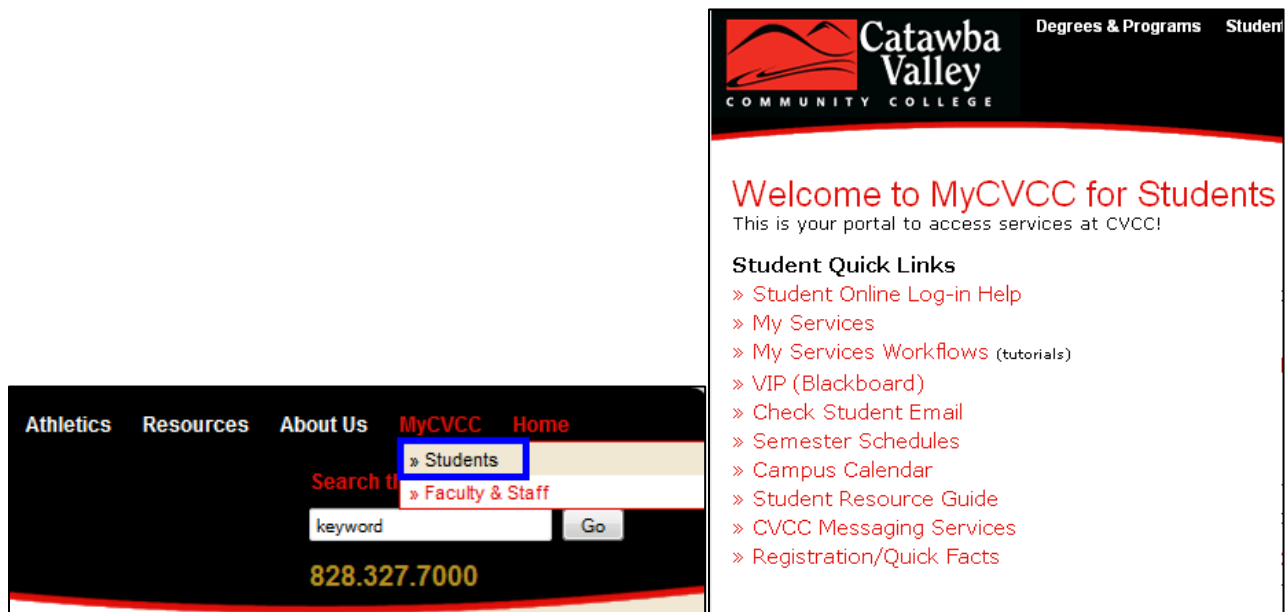


CVCC Student Online Services Help Checklist

There are three (3) separate services requiring independent logins.

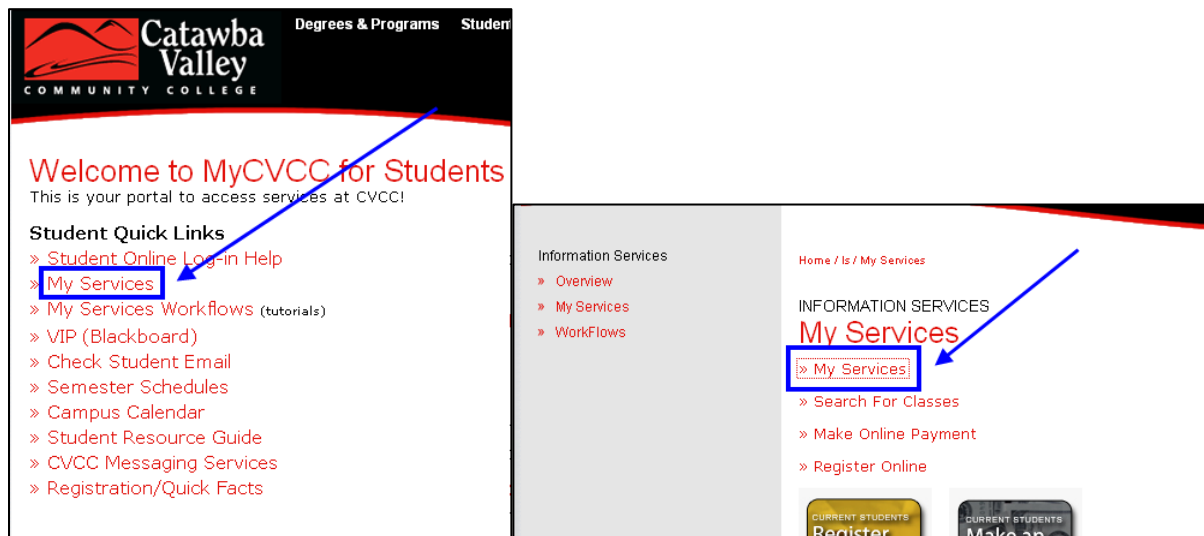
1. **My Services** - Offers many features including...
 - o Your source for viewing and printing your class schedule, a personal copy of your transcript, final grades, etc.
 - o Where you can register for classes online
 - o Pay tuition online
2. **VIP / Blackboard** – Your connection to online and seated course work, announcements, etc.
3. **Student Email** – Your personal email account that CVCC faculty and staff use to contact you with information about registration, important CVCC news, etc.

Find access to student online services located on the MyCVCC Student page of the CVCC website (<http://www.cvcc.edu/>).

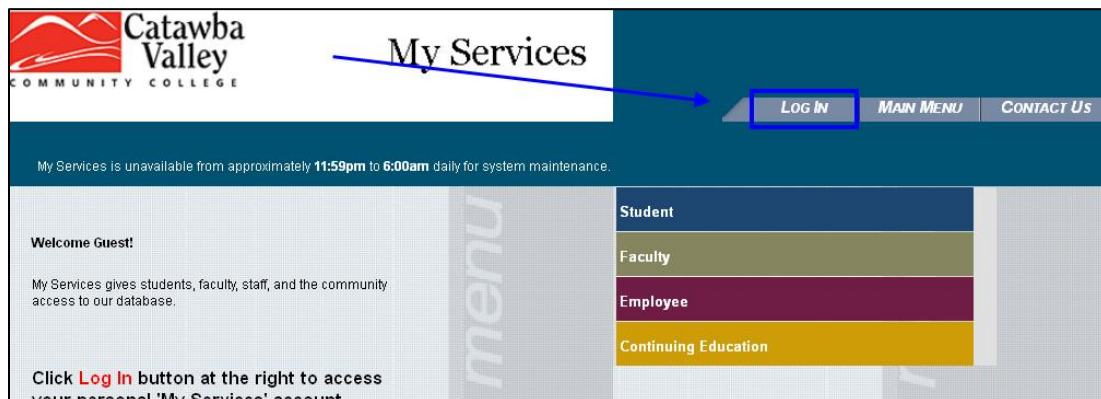


My Services Login Help:

1. Go to <http://www.cvcc.edu/>
2. Click the “MyCVCC” tab at the top of the page and then click on “Students”.
3. Click on “My Services” and click on “My Services” again.



4. Click on the "LOG IN" tab.



- Your username is **cvcc-**, your first initial, last name and mmdd (month and date) of your birthday (no spaces). (Example: Jane Doe with a birth date of January 12 would be **cvcc-jdoe0112**.)
 - Your initial password is your 6 digit birthday mmddyy (no spaces). (Example: If your birthday is January 12, 1985, your password is **011285**.)
5. Click on “SUBMIT”.
 6. Select the link you want to view.

NOTE: If you are having trouble logging in and receive the following message (*You entered an invalid password. Please try again*). You can request a new password by following the steps below.

1. *Click on* - **Reset my password** (Located on the bottom right of log in page)
2. *Enter* the information and *click* submit
3. *Select* your student email address from the dropdown box and click submit
4. A new password will be sent to your email address listed (your CVCC student email address).

Your My Services Login

Username: _____ **Password:** _____

VIP / Blackboard Login Help:

1. Go to <http://www.cvcc.edu/>
2. Click the “MyCVCC” tab at the top of the page and then click on “Students”.
3. Click on “VIP Blackboard” or you may simply go to cvcc.blackboard.com



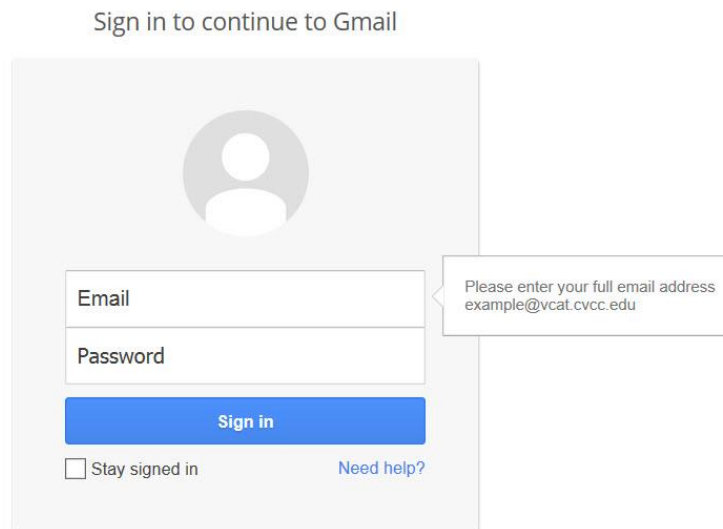
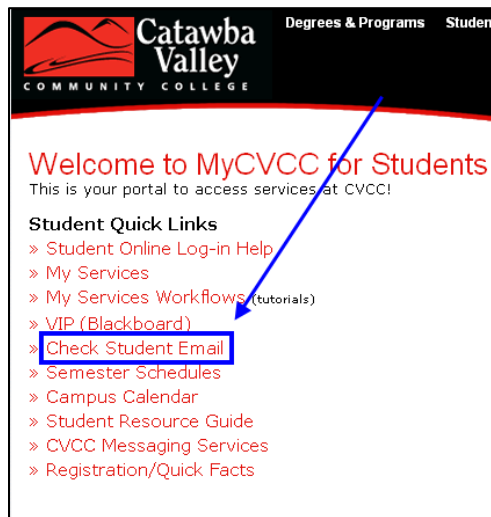
4. Your username is **cvcc-**, your first initial, last name and mmdd (month and date) of your birthday (no spaces).
*Example: Jane Doe with a birth date of January 12 would be **cvcc-jdoe0112**.*
5. Your initial password is your 6 digit birthday (no spaces).
*Example: If your birthday is January 12, 1985, your password is **011285**.*
6. If you get a message “could not login”, try re-entering your information using the information provided above for the correct formatting of username and password.
7. If you still cannot login – Please contact the help desk. For 24-hours-per-day, 7-days-per-week, live phone help call 1-866-832-9253 **OR** call 828-327-7000 ext. 4444 and leave a message.

Your VIP / Blackboard Login

Username: _____ **Password:** _____

Student Email Login Help:

1. Go to <http://www.cvcc.edu/>
2. Click the “MyCVCC” tab at the top of the page and then click on “Students”.
3. Click on “Check Student Email”.



4. Your **username** is your first initial, last name and mmdd (month and date) of your birthday (no spaces). (For example: Jane Doe with a birth date of January 12 would be **jdoe0112**.)

Your **student email address** is your username@vcat.cvcc.edu. Enter your entire student email address in the “Email” box on the Gmail sign in screen.

5. Your **password** is your 8 digit birthday OR 6 digit birthday (no spaces). (For example: if your birthday is January 12, 1985, your password is **01121985** or **012185**.)

For additional email help contact IT Services helpdesk 828-327-7000 ext.4444

Your Email Login

Username: _____ **Password:** _____