

## Academic Computing Lab Hours

Monday – Thursday 8:30am – 10:00pm

Friday 8:30am – 4:00pm

Saturdays 9:00am – 3:30pm

### EMAIL ACCESS

To access your Email Account:

Go to <http://www.sunysccc.edu>

Find the drop down menu called **Quick Links** located on the right hand side of the screen.

Click on the drop down arrow to drop down the listing and find **SCCC Webmail** and click on it.

Your user ID will be your **first initial + last initial + last six digits of your SCCC ID number**. Your password will be your birthdate in two digit format, **MMDDYY@sccc**.

If you forget, first time users of SCCC's systems may retrieve their UserID at:

<https://www.sunysccc.edu/account/idLookup.aspx>

It will ask you for your **ID Number**. Your **ID Number** is your nine digit Student ID number. After entering your ID Number click on **I Agree**. You will now see a page displaying your specific user ID.

If you are a returning student you will log in the same as you did before.

If you experience any difficulty with their your UserID or password, please call (518) 381-1487 and follow the instructions outlined in the telephone prompts.

### PRINTING ON CAMPUS

Printing in classrooms and the Academic Computing Lab is still limited to 15 pages and 2 copies per job.

### SECURITY SOFTWARE

There is security software/hardware in our classrooms and labs which prevent changes to the Hard Drive from being written permanently. Please be aware of that when the computer is rebooted, any work stored on the hard drive will be erased permanently.

### STUDENT DISK SPACE

We are offering students 15MB of server disk space for your class work. To access this storage, the student must first log in to Windows. ***Failure to log in may result in loss of the document.***

Simultaneously press, **CTRL, ALT, and DELETE**. Select **log out** from the menu. Type in your user ID and password into the Windows Logon dialog box. Once logged in the **My Documents folder** will be redirected to your storage area and you will be able to save your work in the **My Documents folder**. **MAKE SURE TO LOG OFF WHEN YOU ARE DONE!**