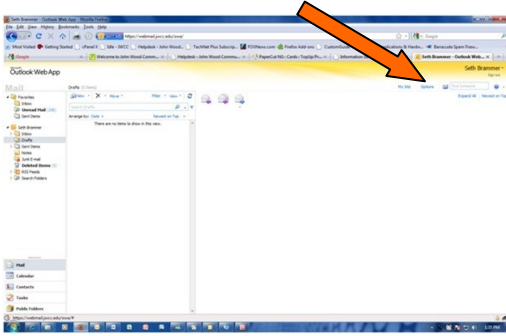
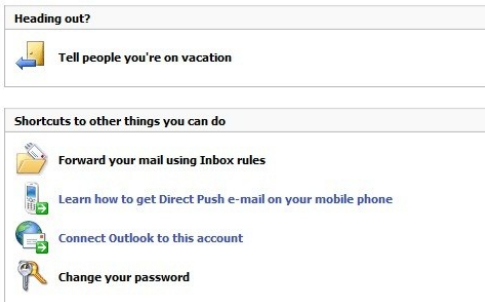


Changing your E-mail Account Password

To change your password follow steps 1, 2 and 3 to log into your email. After you are logged into your account, click on "Options" to the left.



- 4) A new window will open.
- 5) Click on Change your password on the right hand side of the screen



- 6) Type in Old password.
- 7) Type in your new password, which must follow the password criteria.
- 8) Retype your new password in the, "confirm new password field".
- 9) Click "Save". You have successfully changed your password.

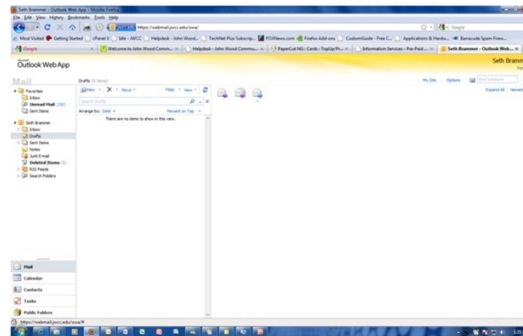
Logging into your E-mail Account on the Web

- 1) Go to your e-mail login page at <https://webmail.jwcc.edu/>



- 2) Type in your username and password and click Sign In.

- 3) Now you are logged into your E-mail account



Email and Tri-State Online Information

The Information Technology Help Desk is located on the Quincy Campus on the lower level of the Learning Center. Room B024



Semester Hours:
Mon-Th: 8am-9pm
Fri: 8am to 5 pm
Summer Hours:
Mon-Th: 8am-5pm;
Fri: Closed
Voice: 217-641-4325
E-mail: helpdesk@jwcc.edu

For Your Protection

No user account information will be given out over the phone or through e-mail. You must come to the Help Desk with a photo ID in order for us to assist you concerning your Solar or email account.

JWCC Computer Logon

To logon to any JWCC computer, use the prefix of your email address as your username, and your email password.
(ex. If your email address is jad100A@jwcc.edu, your username would be jad100A)

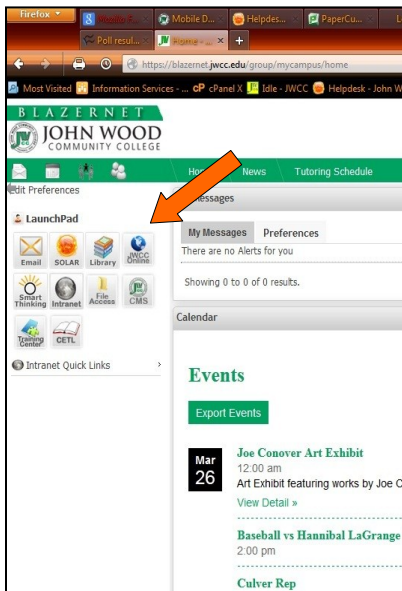
Rules / Guidelines for Computer Usage

If you are using computers anywhere on the JWCC campus to play games that involve the exchange of money, it is illegal.

You could lose your computer use privileges if you are gambling, visiting pornographic sites, or downloading copyrighted material. Computer preference is given to students who need a computer to complete coursework. Game playing, surfing and all other non-coursework activities are considered secondary uses of computer resources. You may be asked by staff to give preference to students working on course assignments.

Tri-State Online and e-Companion Login Information

To log into Tri-State, browse to www.jwcc.edu and click on the “BlazerNet” icon. Your login information is the same as your email login. Then click on the JWCC Online link on the left hand side of the screen.



You then should be directed to your online class.

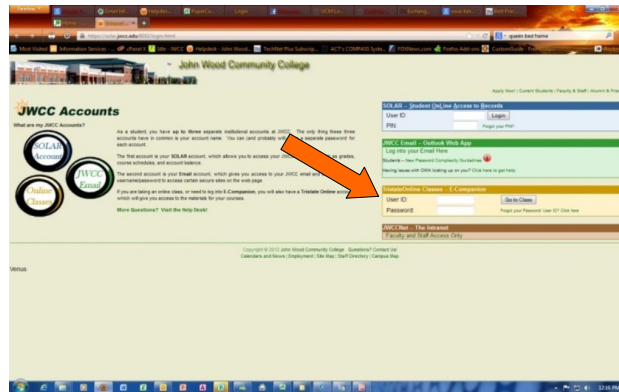
Direct Access:

<http://www.tristateonline.org>

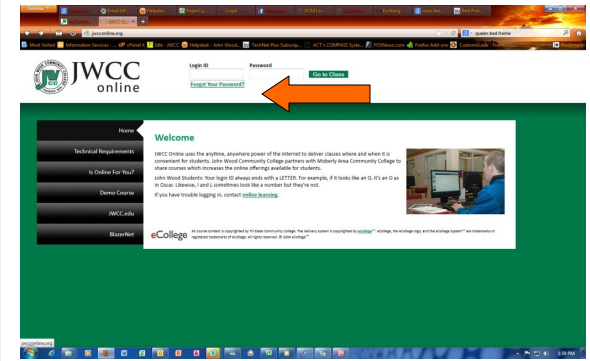
Tri-State Online Account Information

Your username and password should have been mailed to you. If you still have a problem, contact the Online Learning Office at connect-ed@jwcc.edu

If you have forgotten your login ID or password, click on **FORGOT PASSWORD** as indicated above.



Fill in your first and last name, click search and your username and password will be sent to your profile email address that is on file with Tri-State Online.



If you enrolled in an Illinois section, you will receive an email from the Online Coordinator. If you have not received an email or have any questions regarding the Tri-State Online or eCompanion Login, contact the Online Coordinator at **(217) 641-4536** or by email at connect-ed@jwcc.edu

PRECAUTIONS TO USE AROUND JWCC COMPUTERS

Use capped drinks or drinks with lids. No food around the equipment. Cell phones should be set to low or off. If you receive a phone call, we request that you leave the room to talk on the phone.

Revised 03/13