

Email Information

How do I access my email? (on campus)

1. Log on to any computer.
2. Click on Start, then Email (Outlook).
3. Remember to log off the computer when you are finished!

How do I access my email? (off campus)

1. Go to the www.jwcc.edu.
2. Click on the "BlazerNet" icon and login using your email information.
3. Click on the email icon on the left hand side.
4. You will be taken to your email account .

How do I get my email information?

You can receive your email address and password during business hours from the IT Help Desk located on the lower level of the Learning Center. Room: B024 or call 217-641-4325.

Direct Access: <https://portal.office.com>

Personal Data Storage

Your One Drive for Business, is a storage drive from Microsoft that you can access from any computer on the JWCC campus or at home. In addition, your One Drive is an excellent area to store any important files. You get 1TB of storage space.

You can also access your OneDrive on your mobile device by downloading the OneDrive App from the Apple App Store or Google Play Store.

Direct Access: <https://onedrive.jwcc.edu>

For more information, download the "One Drive" PDF from <https://www.jwcc.edu/information-technology/student-brochures/>

Financial Aid Information

Terms & Conditions

All students must accept the Financial Aid "Terms & Conditions" every academic year.

1. Follow the steps under "SOLAR Information" to access your SOLAR account.
2. Click on "Financial Aid," then click "Award," and then "Award for Aid Year."
3. Select current aid year using drop down arrow, then click "Submit."
4. Click on "Terms and Conditions" tab.
5. Read the terms and click "Accept."

Award Letter/Viewing Financial Aid

Awards listed in this section are based on full-time enrollment until the time of disbursement each semester. Your awards will be prorated if not at full-time status.

1. Follow steps 1-3 under Terms & Conditions on this brochure.
2. Click on "Award Overview" tab.
3. Your Financial Aid award(s) are listed at the bottom, left-hand side of the page per semester.

Outstanding Documents

You will be responsible for tuition/book charges until outstanding documents are completed.

1. Follow the steps under "SOLAR Information" to access your SOLAR account.
2. Click on "Financial Aid," then click "Eligibility."
3. Select current aid year using drop down arrow, then click "Submit."
4. Follow instructions for any listed "Unsatisfied Requirements."

Welcome
to
John Wood



General 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-Thu: 8am to 7pm

Fri: 8am to 5 pm

Summer Hours:

Mon-Fri: 7:30am to 4pm

Voice: 217-641-4325

E-mail: helpdesk@jwcc.edu

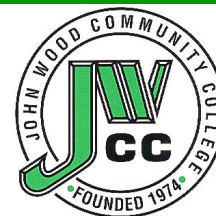
For Your Protection

No user account information will be given out over the phone (without proper security verification). No user account information will be given through email. For walk-ins, please have a photo ID or other form of identification.

Computer Login

To login 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)

Quincy Campus
1301 S. 48th Street
Quincy, IL 62305
(217)641-4325



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SOLAR Information

Step 1: Go to the www.jwcc.edu and click on the "BlazerNet" icon located near the top of the page.

Step 2: Once you are logged into BlazerNet, click on the SOLAR link, located in the Quick Launch area.

Direct Access: <https://solar.jwcc.edu>

For more information, download the "SOLAR" PDF from <https://www.jwcc.edu/information-technology/student-brochures/>

Online Registration

Step 1: Log into your SOLAR account.

Step 2: At the Main Menu, choose Student.

Step 3: At the Student Menu, choose "Registration" You will be asked to affirm certain information.

Step 4: At "Select Term," choose the term for which you wish to register. Click on "Submit term".

Caution: *The more criteria you select, the more limited the choice of courses will be. It is recommended that you conduct your search using Subject and Course Number.*

Direct Access: <https://solar.jwcc.edu>

For more information, download the "Guide to Online Registration" PDF from <https://www.jwcc.edu/information-technology/student-brochures/>

Helpful Information



View Account Balance in SOLAR

Step 1: Log into the SOLAR System.

Step 2: Select Student from the Main Menu.

Step 3: Choose Student Records.

Step 4: Select Account Summary by term.

View your 1098T tax form in SOLAR

Follow steps One through Three (above)

Step 4: Select Tax Notification.

For more information, download the "View your Balance" PDF from <https://www.jwcc.edu/information-technology/student-brochures/>

Printing your class schedule

www.jwcc.edu/helpdesk/

Under Student Brochures, click 'Print your Schedule' for instructions.

Canvas

Step 1: Go to the www.jwcc.edu and click on the "BlazerNet" icon .

Step 2: You will now be on the JWCC BlazerNet login page. Log in using your email information

Step 3: Once you are logged into BlazerNet, click on the Canvas link, located on the left hand side of the screen.

If you still have a problem, contact the Online Learning Office at 641-4536 or 641-4512 or by email connected@jwcc.edu

Direct Access: <https://jwcc.instructure.com>

For more information, download the "Tri-state Online" PDF from <https://www.jwcc.edu/information-technology/student-brochures/>

Password Management

We implemented a new identity management solution. This system allows you to reset your password without calling the Help Desk. The address to reset your password is:

<https://www.jwcc.edu/change-password/>

For more information, go to

<https://www.jwcc.edu/information-technology/password-info/>

Student Printing

In an effort to promote responsible printing JWCC implemented a print management solution.

How does it work ?

1. JWCC has allocated a printing credit balance of \$15.00 for the semester.
2. A monetary amount is assigned to each page you print and removed from your balance.
3. Black & White single-sided prints cost \$.05. Color single-sided prints cost \$.16
4. If you run out of funds, additional funds can be added to your account by purchasing pre-pay print cards from the bookstore. They are available in \$1 and \$5 increments.

For more information about printing, download the "Student Printing" PDF from <https://www.jwcc.edu/information-technology/student-brochures/>

or go to <https://www.jwcc.edu/information-technology/student-printing/>