# **Important Information**

#### **Important Note:**

The information provided to you on the SOLAR system is confidential. You should take steps to protect your privacy when using this site.

Clicking the Exit link will log you out of the SOLAR system so that others may not access your information. It is a good idea to shut down your web browser after logging out to insure that no one uses the "back" button to glimpse your information.

As an added security feature, if your session is idle for more than 5 minutes, the SOLAR system will automatically log you out.

Notes
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# JWCC Solar User 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-5pm Fri: 8am to 12pm Summer Hours: Mon-Th: 8am-4pm

Fri: 8am to 12pm Voice: 217-641-4325

Email: 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 ad100A@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.

#### **Solar Account Information**

#### **General Questions:**

I've forgotten my PIN! How do I reset it? If you've forgotten your PIN, you can reset it automatically by selecting the "Forgot your PIN?" link on the JWCC Accounts page. If you have entered your PIN incorrectly more than five times, it will automatically disable your account. You will need to come to Information Technology with a photo ID to have your PIN manually reset.

#### How do I change my PIN?

After logging into Solar, you can change your PIN by choosing "Personal Information" from the menu across the top and clicking on the option, "Change Your PIN"

#### What is this "Security Question" thing?

You initially set your Security Question upon your first login to Solar. After that question (is answered), you will be able to automatically reset your PIN by entering your User ID and clicking "Forgot PIN". The system will ask you the question, you will give the answer, and then you will be prompted to choose a new PIN. Therefore, the question you ask should be known only to you, such as "What is my mother's maiden name?" or "What is the name of my first pet?"

How do I change my Security Question? After logging into the Solar system, you can change your Security Question by choosing "Personal Information" from the menu across the top and clicking on the second menu option "Change Security Question".

#### **Log into Solar Information**

#### **Getting Started**

**Step 1:** Go to the JWCC Website: www.iwcc.edu

Click on the "BlazerNet" icon located near the top of the page.

**Step 2:** Click on the Solar link, located on the launchpad.

The first time you log in:

- 1) You will agree to appropriate usage.
- 2) You will be asked to provide a security question and answer which will later allow you to reset your password manually.
- 3) You must choose a new password. Your password must be a six digit numeric code.

Direct Access: https://www.jwcc.edu/solar



### **Using your Solar Account**

After you log in, you will be at the main menu. From here, you can link to personal information or student record information.

#### **Personal Information**

Here, you will be able to:

Change your security question

Change your PIN

View your E-Mail account information

**Answer Surveys** 

Receive instructions on:

How to change your address

How to change your name

How to correct your SSN

## **SOLAR: Student On Line Access to Records**

Here you will be able to:

View your Schedule

View Holds

View Midterm Grades

View Final Grades

View Unofficial Transcripts

View your financial account

Securely pay your account

Add/Register for classes (Returning students only)

## 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 03/23