Instructor Technology @ ICC: Early College

Username, Password, Email, eServices, Blackboard

User ID/Username

Each person has a unique user ID/username. If you do not know or forget your user ID/username, use the **Find User ID/Username** link at my.icc.edu.

Default Password

Your default password is **ICC followed by the last 5 digits of your social security number** (for example, ICC56789). Make sure ICC is in **ALL CAPS** when entering your default password. For password help, call the help desk, (309) 694-5457.

ICC Email

1) Visit http://wm.icc.edu
2) Enter your **username** and **password**

Please check your ICC email account!

> Your ICC email address is either **firstinitiallastname@icc.edu** OR **firstname.lastname@icc.edu.** If you are unsure of your address, log in to your account and check your profile with the drop down in the upper-right corner. Or, check with the Help Desk at (309) 694-5457.

To change your email password:

1) Click the **gear icon** in the upper-right corner
2) Click **Change Password** Changing your email password also changes your ICC on-campus network password. You must change your email password every 87 days.

eServices (Rosters, Attendance, Grades)

1) Visit my.icc.edu
2) Log in using your **username** and **password** You must change your eServices password at first login. This changes only your eServices password. You must change your eServices password every 117 days.

To change your eServices password:

1) Click **Main Menu** in the upper-left corner of eServices
2) Click **Change My Password**

> **How-to instructions for eServices:**
> icc.edu/tlc > Early College Instructor Technology

Blackboard

1) Visit icc.edu and click Blackboard from the MyICC drop down menu OR go directly to http://courses.icc.edu/
2) Enter your **username** and **password**. If this is the first time you are logging in to Blackboard, your password is the default, ICC + last 5 digits of your SSN. Changing your email and eServices passwords does not change your Blackboard password. Your Blackboard password does not expire.
3) Click **Login.** Courses available to you will be listed in the My Courses module.

To change your Blackboard password:

1) Click on the **Personal Information** link in the **Tools** area of Blackboard @ ICC
2) Click **Change Password**

For best results, use either the **Google Chrome** or **Mozilla Firefox** browser to access Blackboard.

> **How-to instructions for Blackboard:**
> icc.edu/tlc > Blackboard Resources

Tips for managing ICC email…

OWA App for ICC Email

The OWA App (Outlook Webmail App) is available for iPhone and Android. Look for it in your app store. Once installed, simply enter your ICC email address and password. The app should find your account on ICC's server.

When you open the app for the first time, we recommend allowing notifications to get indicators on the app when new ICC email arrives. We recommend not allowing the app to access your contacts.

Bulk Deleting Emails

If your ICC email account has been accumulating messages, you may bulk delete the entire mailbox. Once logged in to email, go to the folder list on the left, right-click the Inbox folder, and select Empty folder.

For assistance with using email, eServices, or Blackboard, contact the ICC Teaching and Learning Center:

(309) 694-8908 ◆ tlc@icc.edu ◆ Room 240A, East Peoria Campus