

Instructor Directions: Logging into ICC Email and eServices

Do this soon, before the Help Desk gets busy!

For more detailed directions, go to [Early College Instructor Technology](#)

Look up your User Name

Click [here](#)

Click on "Find User ID/User Name" to look up your User Name

Log into your ICC email

Check it regularly for attendance roster reminders and official ICC correspondence.

Go to Mail.icc.edu

Enter User Name followed by @icc.edu:

Ex: aa111@icc.edu

Enter Password: the default is ICc@_ _ _ _ _ (the last 5 of your SSN)

Log into eServices

To access student rosters, complete attendance rosters, and enter Grades. Note: Never- and Non-Attender rosters are **required** of all faculty teaching ICC classes (including dual credit). If you need help with rosters, call the Teaching and Learning Center at 694-8908.

Click [here](#)

Enter your User Name (EX: aa111)

Enter Password

New Instructors: check your ICC and high school email accounts for password

Returning Instructors: most recent password OR use your security question to reset

Call the Help Desk
for User Name and Password assistance
309-694-5457

Monday – Thursday	7 am – 6:30 pm
Friday	7 am – 4 pm
Sunday	4 pm – 8:30 pm

Default Passwords for Students

ICC Email: ICc_ _ _ _ _ (last five of SSN)

eServices: check email account they entered on application and their ICC email account for randomly generated password. Otherwise, call Help Desk (694-5457)

Blackboard: ICc_ _ _ _ _ (last five of SSN)