Managing your academic career is easier than ever with *My PDCCC*, which provides an opportunity to view and use all your accounts with a single sign-on. Just click on the *MyPDCCC* at www.pdc.edu, then on *MyPDCCC login*. Enter your username and password. You will be required to set a password the first time you sign on.

**LOOKING UP YOUR USERNAME AND SETTING YOUR PASSWORD.**

You should have received your Username and Student ID (EMPLID) when you registered for classes, but you can find it at *MyPDCCC*.

- Click on *MyPDCCC* on the PDCCC homepage, *MyPDCCC login*
- Click on *Lookup Your Username and reset your password*. Fill in the requested information without spaces, hyphens, dashes, or slashes
- Click on *SEARCH* to find your information. If your information is not listed, contact the HelpDesk (569-6762 or 925-6312). The Lab Assistants at all college sites can also help you.
- The first time you login, you will be required to change your password
- This password change is for your VCCS SIS, Blackboard and student email. Allow 10 minutes for the change to be accepted by all systems
- You may now sign on and access all of your student accounts

**Changing your password every 90 days is required**

**Password Requirements:**

- New passwords must have at least eight (8) characters and not more than ten (10)
- Your password **must** contain a combination of
  - at least one UPPERCASE letter,
  - at least one lowercase letter, and
  - at least one number (0-9)
- Protect your account. Make sure that your password is memorable for you, but difficult for others to guess
- **DO NOT** share your password with ANYONE

**BLACKBOARD**

An easy-to-use online learning program that manages your class content, tests, course syllabi, assignments, research and more. If you have questions about Blackboard or your online courses, call Shelia Hobbs (757-569-6739).
**Things to remember about Blackboard:**

- Your online course registrations may not be available in Blackboard for 24 to 72 hours after you have added a course to your schedule.
- If your course does not appear in 72 hours, please contact the instructor.
- Most instructors do not make classes available on Blackboard until the first day of class.
- Students are required to use the college assigned email as their official email address whenever communicating with an instructor.

**EMAIL**

Email accounts are created for all students when they register. When you log into MyPDCCC, you will see your email and your address. You MUST use this email account when communicating with instructors.

**STUDENT INFORMATION SYSTEM (SIS)**

- Enroll, pay your tuition, access and update your personal student information, check grades and transcripts, view financial aid awards and more.
- Enter SIS through My PDCCC, MyPDCCC login. Choose Self-Service, Student Center. Click the links for what you wish to view/update. This is where you may Add/Drop a class, update your personal information, view your Financial Aid, check on your account and make a payment, view your class schedule—all from the SIS, Self-Service, Student Center.

**WHERE CAN I REGISTER OFF CAMPUS?**

- Any computer that has access to the Internet can be used! Please note that if you are using AOL to connect to the Internet, you will need to minimize AOL and open Internet Explorer to access the SIS system. Just go to the PDCCC Homepage (www.pdc.edu) and click on MyPDCCC.

**Ethics Agreement**

Students who use email and/or college computers are subject to the Information Technology Student/Patron Ethics Agreement of the VCCS.

**NEED ASSISTANCE?**

- Visit one of our computer labs and talk with a lab assistant,
- Email us: helpdesk@pdc.edu
- Call us:
  - **Franklin Campus** 757-569-6762
  - **Hobbs Suffolk Campus** 757-925-6312