

MYDCC QUICKSTART GUIDE FOR STUDENTS

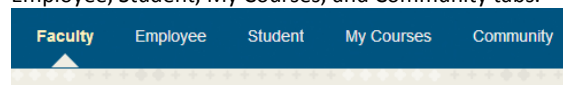
Welcome to the new myDCC! This document has been prepared to introduce you to the new areas of myDCC, and to help answer any questions you may have about where to find anything you have used before. We hope that your experience with our new system will be a smooth and easy one. If you need assistance, you may call the DCC Helpdesk at 431-8000 x4357.

Logging in to myDCC: Your links to myDCC should direct you to the new site. However, if your links do not work, you may use <http://my.sunydutchess.edu> to access the site. Once there, click on the “Enter myDCC” button to log in. Use your regular username and password.

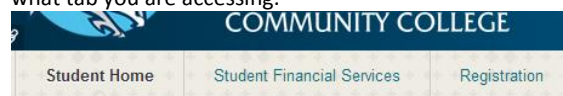
Enter myDCC →

Important Definitions

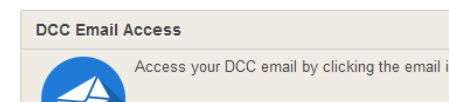
Tab: Tabs can be found across the top of myDCC, and correspond to roles at the College. There are currently Faculty, Employee, Student, My Courses, and Community tabs.



Subtab: Subtabs help organize information within a tab. These are located under the Dutchess logo and vary depending on what tab you are accessing.



Module: Modules contain information and links within myDCC. They appear as boxes on each tab and subtab.



How Do I ... (Student Edition)

Class information

- **Access my Blackboard courses?** My Courses tab: Click on your course in the “My Courses” module. Be aware that not all of your instructors may be using Blackboard.
- **View my Midterm or Final Grades?** Student tab: Click “Check My Midterm/Final Grades” in the “Student Tools” module.
- **Check my Schedule?** Student tab: Click “View My Schedule” in the “Student Tools” module.
- **See if my Class Has Been Canceled?** Student tab: Look for the “Class Cancellations” module.
- **Find my Books for my Classes?** Student tab: Look for the “DCC Bookstore” module.

Registration information

- **Register for Classes?** Student tab, Registration subtab: Look for the “Registration Step-by-Step” module. This will walk you through all steps needed to register for classes.
- **Find out When I can Register?** Student tab, Registration subtab: Look for the “When Can I Register?” module.

Financial information

- **Sign Up for a Payment Plan?** Student tab, Student Financial Services subtab: Look for the “QuikPay” module.
- **Apply for or Check my Financial Aid?** Student tab, Student Financial Services subtab: Look for the “Financial Aid” module.

Other information

- **Apply for Housing?** Student tab: Click “Residence Life” in the “Student Informational Groups” module.
- **Find Information on Student Activities?** Student tab: Click “Student Activities” in the “Student Informational Groups” module.
- **Access my Email?** Student tab: Look for the “DCC Email Access” module.