

SSCC Computer and Email Access

Process of obtaining computer and email access:

- Upon being hired as an SSCC employee and returning the new hire paperwork, an account will be set-up for you to have computer and email access.
- Your user name will be your full email address - first letter of your first name + last name + @sscc.edu. If this is already in use, a sequential number will be added to make it unique, (example: jsmith10@sscc.edu).
- The password for your account will initially be set-up to SScC and the last 4 numbers of your unique identification number that is generated once you are entered into our employee database system (i.e. SScC1234). It will be your responsibility to change your password through MyRecords from the initial set-up to whatever you desire. Our system administrator will let you know what your initial password is, but they cannot see your password after that and can only reset or change it, if needed.
- Once your account has been created you will receive an email from the IT Department that your account has been set-up.
- Please be aware that this account is needed if you intend to access College computers in the Libraries or labs. There is also WiFi access on all College campuses for your convenience, if you have a laptop

Note: Work-Studies will be required to use their student accounts. Their supervisor will need to contact the IT department to adjust permissions on the account. In addition, supervisors will be responsible to inform the IT department when their work-study is no longer with SSCC.

Also if you had a student account previously and have now been hired as an employee you can only have one account. IT will have to delete the student account as one person can only have either a student account or employee account.

For questions please contact the IT department at ext. 2800.