

# Essential Information For Students

## Campus Computers

## eMail

## TConnect

## Desire2Learn (D2L)

## Library Database Resources

### NOTICE

**You are responsible for preventing unauthorized access to your confidential information.**

#### Tips to Ensure Confidentiality

**DO NOT** share your username or password  
Exit TConnect, TC eMail, etc. by clicking the **Log Out/Off** button at the top or bottom of the screen  
Always close your browser window  
When using a shared computer, log out of TConnect, eMail, etc. AND log out of your windows session

## What is it?

**COMPUTERS** – are located in various labs, the Testing Center and the library. Each computer lab has recent versions of Microsoft Office installed along with a variety of lab specific software for students to use.

**eMAIL** – Emails provided by students on their TC Admissions applications will be used for communication from TC until students register for a course. Once a student registers for a TC course an Office 365 Outlook email account will be created within 5 business days. TC personnel will then email students using Office 365 Outlook email addresses. Students must access their TC email account frequently for important information.

**TCONNECT** – provides access to your student records including things such as grades, unofficial transcripts, financial aid awards, testing summaries, registering for and dropping classes, etc.

**DESIRE2LEARN (D2L)** – is the Online Learning Management System for Temple College courses accessible at <http://templejc.desire2learn.com/>.

**LIBRARY DATABASE RESOURCES** – online tools for student use accessible on campus and off-campus which includes 70,000 electronic books. TC also belongs to the statewide TexShare system, providing students free access to over 50 online databases for research.

## How do I access it?

### COMPUTER LOG IN

- Username = lastname+first initial+last 3 numbers of student ID (example: doe1114)
- Password = Uppercase T+lowercase c+date of birth as mmddyyyy
- Your computer password DOES NOT CHANGE when you change your TConnect password

### OFFICE 365 OUTLOOK eMAIL –

- Email address=lastname+first initial+last 3 numbers of student ID@stu.templejc.edu (example: doe1114@stu.templejc.edu)
- Password=Uppercase T+lowercase c+date of birth as mmddyyyy
- Change password by clicking on wheel cog in upper right corner > Office 365 Settings > Change Password
- Office 365 Outlook email password DOES NOT CHANGE when you change your TConnect password

### TCONNECT LOG IN –

- Username = lastname+first initial+last 3 numbers of student ID (example: doe1114)
- Password = date of birth as mmddyy
- The first time you log into TConnect you will be prompted to create a new password between 6-9 characters in length, includes both letters and numbers and different than any former passwords, name, or username

### DESIRE2LEARN (D2L) LOG IN – *Always use Firefox as the web browser for D2L*

- Username = lastname+first initial+last 3 numbers of student ID (example: doe1114)
- Password for first time users = same as Username (lastname+firstname+last 3 numbers of student ID)
- The first time you log into D2L you will be prompted to create a new password at least 8 letters or numbers in length
- Password or prior users = the password you previously used for logging into D2L

### LIBRARY DATABASE LOG IN

- Username = lastname+first initial+last 3 numbers of student ID (example: doe1114)
- Password = Uppercase T+lowercase c+date of birth as mmddyyyy
- When you log into a campus computer you will automatically be logged into the library databases
- If you are using a computer off campus you will have to log into each database when you select one

## What if...

I don't know my Student ID number?

Contact Admissions & Records or the Advising Department to obtain your Student ID number

I don't know my Username or Password?

### OFFICE 365 OUTLOOK eMAIL

You must contact the Help Desk at 254-298-8450 or [helpdesk@templejc.edu](mailto:helpdesk@templejc.edu) to request a password reset.

\* Remember to access your email account daily for important emails from your instructors and Temple College Departments.

### Desire2Learn (D2L)

From the TC website,

1. Click on *Desire2Learn*
2. Click on "Forgot Password,"
3. Type your Username in the field,
4. Click on the "Submit" button,
5. You will receive an email with a password reset link.

Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status.

## Need Assistance? For Technical Questions, Call the IT Help Desk at 254-298-8450

### TCONNECT

Mouse over the "Connect" button on the TC website, in the top orange tool bar,

1. Click on "TConnect",
2. Choose from the following options:
  - a. "Don't know your TConnect User ID?"
  - b. "Forgot your TConnect Password?"
  - c. "Want to reset your TConnect Password?"
3. Read the instructions and enter the requested information:
  - a. Your Last Name
  - b. TC Student ID or Social Security Number (twice)
  - c. Date of Birth
4. Check the "Reset Password" box
5. Click on the "Submit" button,
6. Your Network and TConnect Username will be displayed.
7. Your password has been reset to your birthdate = mmddyy.
8. Click on the "Log In" button at the top or bottom of the page.
9. You will also receive a confirmation in your TC email account.

## How do I Register for Classes?

- Go to [www.templejc.edu](http://www.templejc.edu)
- Click on **TConnect**
- Click on **Log In**
- Enter your username and password
- Click on **Students**
- Click on **Search and Register for Credit Sections**
- Select term, enter subjects (*To select the classes you want, click in the box under sections*)
- Click **Submit** when finished
- Under actions, select **Register** from the drop down box
- Click **Submit**
- Review your choices and click **O.K.**
- Go to account information, click **Registration Statement for Class Schedule** and **Payment Information.**
- Print a copy for your records

## Tips to Ensure Confidentiality

- **DO NOT** share your username or password with anyone
- Exit TConnect, TC eMail, etc. properly by clicking the **Log Out/Off** button at the top or bottom of the screen
- Always close the browser when the process is complete
- If using a shared computer, log out of TConnect, eMail, etc. AND close your windows session when you are finished

## Campus Computer eResources for Students

Provided by Information & Technology Services,  
ITS Help Desk

[helpdesk@templejc.edu](mailto:helpdesk@templejc.edu)  
254-298-8450



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