

Username and Password Format

JCC **students** and **employees** use the following formats for Username and default Password

Username

First seven letters of your last name, first seven letters of your first name and your middle initial.
For example, Jane Anita Smithson would be: smithsojanea

Email

Your email address is the same as your username followed by **@my.jccmi.edu** for students, or **@jccmi.edu** for employees.

For example: smithsojanea**@my.jccmi.edu** (Students)
smithsojanea**@jccmi.edu** (Employees)

Password

First letter of first name **capitalized** and first letter of last name in **lowercase**, 2 digits of your day of birth, the last two digits of your birth year, and the last four digits of your JCC I.D.

Example : Jane Anita **S**mithson, born on 5/**04**/1**70** with a Student I.D. of 012**5634**

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First Letter of First Name
Capitalized and First Letter of the
Fast Name in lowercase

04

Day of Birth

70

End of Birth Year

5634

Last 4 Numbers of Student I.D.

Current Students: The username and password allows access to all JCC electronic accounts: e-Services, the JCC computer network, JetNet, and Student Email. Students not currently in classes will only have access to e-Services and Student Email.

Employees: The username and password allows access to e-Services, the JCC computer network, and Employee Groupware.

Where do I find my ID number?

Student ID number is available on student paperwork (student bill, class schedule, etc.).

Employee ID number is available through Human Resources.

You should change your password. When you do change your password, you must use a complex password. A complex password is 8 characters long and must include three of the following: uppercase letters, lower case letters, numbers, or some form of special characters (!@#%).

If you encounter any problem,
please call the JCC Solution Center at 796-8639.

Requests for password change requires a state issued picture ID.
Requests for ID number requires a state issued picture ID.