

## *Tips on protecting your privacy.*

At Coastal Carolina Community College, we take account security very seriously. To protect your account, we strongly recommend following the steps below:

### **If you use a public computer**

- **Logout** of all your current web sessions and close your web browser
- When done using the computer be sure to **sign out**

### **Use a strong password**

- Your MyCCCC password will require the following criteria in order to be secured.
  - At least **8** characters in length
  - Contain **1** lower case letter
  - Contain **1** upper case letter
  - Contain **1** number

**Note:** MyCCCC requires that you change your password every 90 days

### **Update your Recovery Information**

- Always keep your challenge questions up to date
- You can change your challenge questions by clicking on the **“My Profile”** tile after logging into the MyCCCC portal.

If you need additional information, please visit our Help Desk at <http://www.coastalcarolina.edu/help-desk> or by calling 910.938.6123.



**COASTAL CAROLINA**  
COMMUNITY COLLEGE

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# *Accessing the MyCCCC Portal and On-Campus Computers*

## **A QUICK GUIDE FOR FIRST TIME USERS**



**COASTAL CAROLINA**  
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## How do I log in to On-Campus Computers?

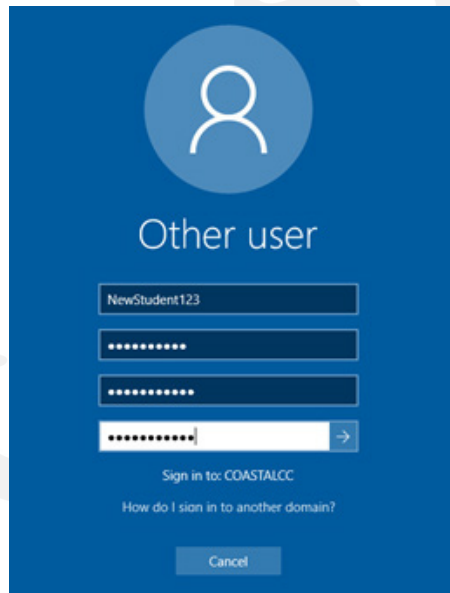
To begin, login with your **username** and **default password**. (See below.)

### New Students

Your **username** will be your first name, last name, and the last **3** digits of your Coastal ID all together and in lower case. For example, if your name is Jason Jones and your Coastal ID is 1234567, your username would be jasonjones567. **Your Coastal ID can be found on the upper left portion of your registration form or on your Coastal ID card.**

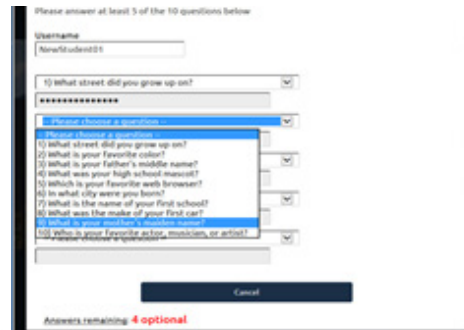
Your **default password** will be 'Coastal' followed by the last **3** digits of your Coastal ID.

After successful login, you will be asked to change your password. Click **"Ok."**



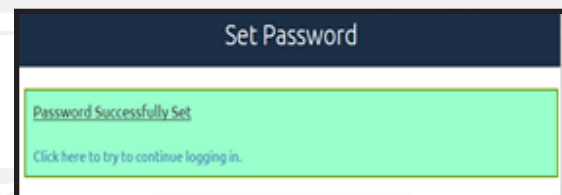
Enter a new password. (For password requirements, see, "Use a strong password" on the back panel.) Click the **"Submit"** arrow or press the **"Enter"** key on your keyboard. Click **"Ok"**, after successfully changing your password.

Next, you will be asked to answer a series of challenge questions. Enter your password that you previously created and Click **"Continue."**



There are 10 questions within the drop down boxes next to 'Please choose a question'. These challenge questions will be used in the event you should ever forget your password and need to reset it.

**You only need 5 choices.** Once you have answered the required questions; click **"Continue"** and then **"Click here to continue logging in"**.

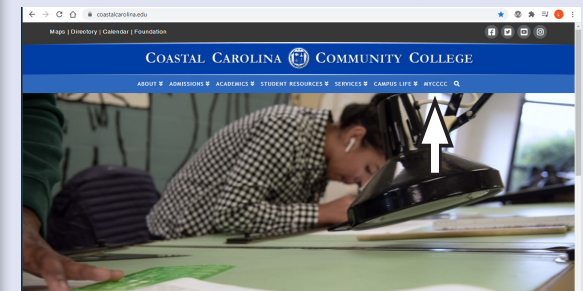


**Congratulations!** You have completed the MyCCCC enrollment process and can begin using your new account.

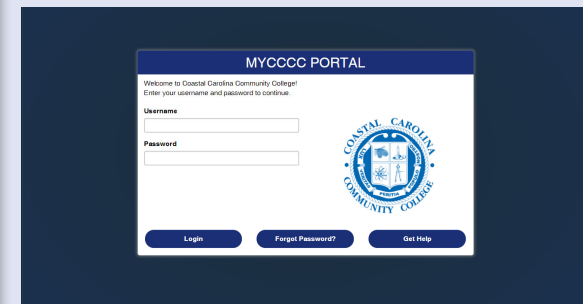
## What is MyCCCC?

MyCCCC is the main portal for services at Coastal Carolina Community College. From this page, you will be able to access resources such as,

- Student Email
- Blackboard
- WebAdvisor
- Library Resources
- Office 365



Visit <http://www.coastalcarolina.edu> on the web and click on the **MYCCCC** button on the top right-hand corner of the screen.



You will be taken to the MyCCCC Login page. Begin by logging in with your username and default password; click **"Login"**. **If you are a new student or do not know your login credentials, refer to the New Student section on the left brochure panel.**