


# MyVCCCD Login Wizard

Prior to the development of MyVCCCD, webSTAR and BackOffice have been primary access points for much district information. Most employees are familiar with the process of accessing these two applications. For this reason, a login wizard has been developed within webSTAR and BackOffice to make employees aware of the availability the MyVCCCD portal and to assist them in the transition of making MyVCCCD their new point of access for district applications and information. Upon logging in to webSTAR or BackOffice, employees will see a link similar to this:

 [Create a MyVcccd Account Now!](#)

Clicking this link will take them to the following screen:



The image shows a promotional graphic for MyVCCCD. At the center is a white starburst shape with a purple outline, containing the MyVCCCD logo and the tagline "get connected". Surrounding the starburst are silhouettes of business professionals and labels for various services: "Blackboard/WebCT", "Intranet", "Banner", "WebSTAR", and "Email". Below the starburst, text reads: "Everything from one website with one password", "Easier access to the most common information", "The single login everyone will use", and "Start using it in as little as 5 minutes!". A prominent yellow button says "Set up my account now!". At the bottom, there are two buttons: "I'm already using MyVCCCD (take me there)." and "I will use MyVCCCD very soon (take me to Webstar)."

From this screen, employees have three options:

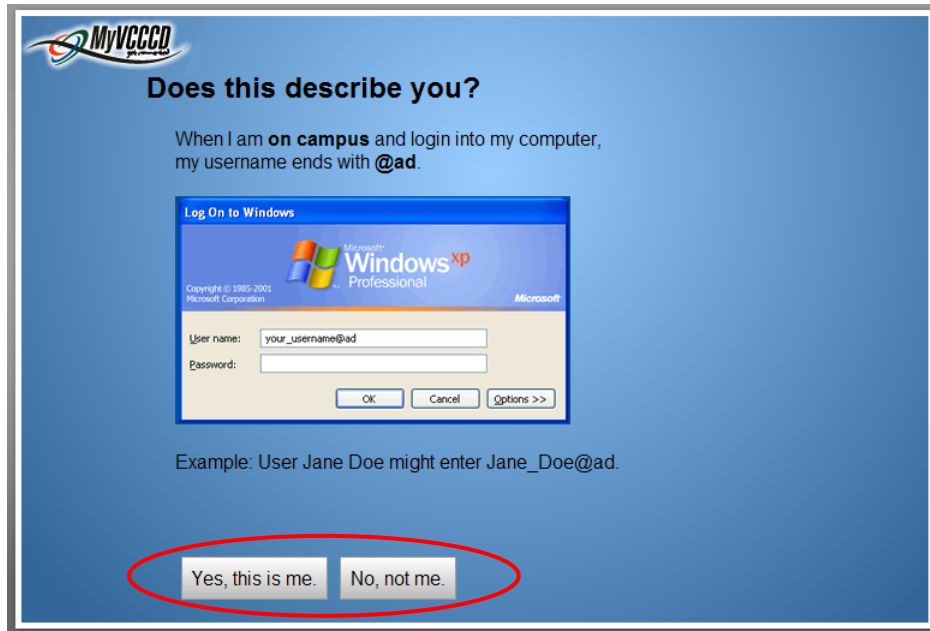
1. [Set Up My Account Now](#)
2. [I'm Already Using MyVCCCD](#)
3. [I Will Use MyVCCCD Very Soon](#)



For additional help with MyVCCCD, contact the District Help Desk at (805) 652-7777 or [DACHelpdesk@vcccd.edu](mailto:DACHelpdesk@vcccd.edu)


## Set Up My Account Now

This option is for employees who have not yet used MyVCCCD, but are ready to learn what the portal is all about. Clicking this button will guide users through a setup process, which requires them to answer a series of Yes or No questions that will determine and display the login information necessary to access MyVCCCD.



**Does this describe you?**

When I am **on campus** and login into my computer, my username ends with **@ad**.



Example: User Jane Doe might enter Jane\_Doe@ad.

Important information is displayed throughout the setup process that will tell them what steps are involved in the initial account setup, for example, the requirements to change their initial password and set up secret questions for password recovery.



**MyVcccd Account Setup**

**Important Information**

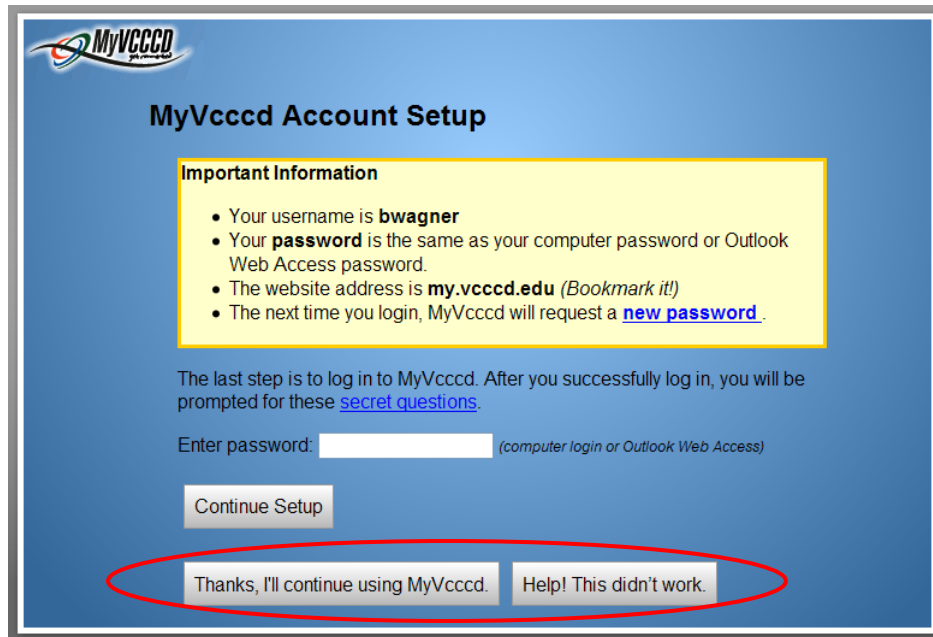
- Your username is **bwagner**
- Your **password** is the same as your computer password or Outlook Web Access password.
- The website address is **my.vcccd.edu** (*Bookmark it!*)
- The next time you login, MyVcccd will request a **new password**.

The last step is to log in to MyVcccd. After you successfully log in, you will be prompted for these [secret questions](#).

Enter password:  (computer login or Outlook Web Access)

Throughout the setup process two other buttons are available.

1. [Thanks, I'll Continue Using MyVCCCD](#)
2. [Help! This Didn't Work](#)

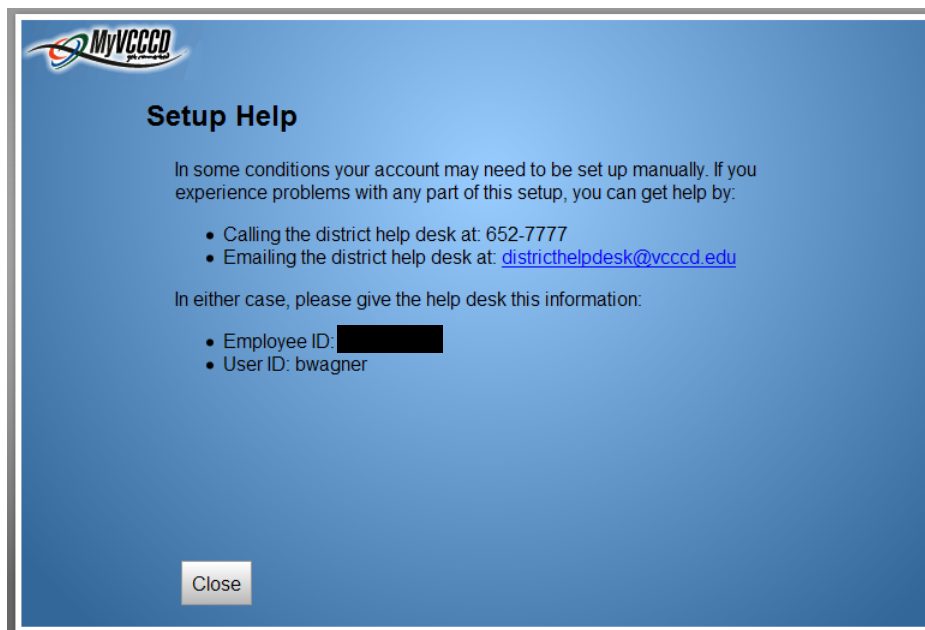


### Thanks, I'll Continue Using MyVCCCD

Users can click this button if their account setup was successful and they wish to continue using the services available through MyVCCCD. Clicking this button will log them out of webSTAR or BackOffice.

### Help! This Didn't Work

Users can click this button if they have difficulty logging in to MyVCCCD after completing the setup process. A pop-up window will open displaying the contact information for the District Help Desk, as well as the information the employee will need to know to have their problem resolved in the most efficient manner.



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Upon completion of the setup process, employees will be prompted to complete a **Secret Questions and Answers Setup** according to the listed constraints. These questions and answers can be used to recover forgotten passwords.

**Secret Questions and Answers Setup**

You are required to setup your secret questions and answers because you have not previously done so. The secret question and answer pairs that you supply can be used to login if you forget your password. The questions and answers that you provide should be difficult for others to guess.

The following question and answer constraints are in place:

- The minimum number of valid question and answer question pairs that are required is: 3
- The minimum number of significant characters in a question is: 4
- The minimum of significant characters in an answer is: 3
- Answers are not case sensitive (when answering the questions different upper and lower case characters may be supplied).
- Whitespace in answers is not significant (when answering the questions a different number of space characters may be supplied).
- Duplicate answers are not allowed.

Questions	Answers
What was your childhood nickname?	<input type="text"/>
What is the name of your favorite childhood friend?	<input type="text"/>
What school did you attend for sixth grade?	<input type="text"/>
What is the street number of the house you grew up in?	<input type="text"/>
To what city did you take your first airplane trip?	<input type="text"/>

After their Secret Questions and Answers Setup has been completed successfully, they will be directed to MyVCCCD .

**MyVCCCD** get connected

Ventura County Community College District  
Moorpark College • Oxnard College • Ventura College

Welcome Betsy Wagner  
You are currently logged in.

Outlook Lotus Calendar Groups Logout Help

My College Faculty Resources Work Life Employee Resources Banner Testing My Tab September 22, 2008

**Personal Alerts**  
There are no announcements

**Priority Alerts**  
**Moorpark College**  
**InsidetheDistrict Newsletter** 09-17-2008  
Inside the District is an electronic newsletter for the employees of Ventura County Community College District. It is published six times per year by the Chancellor's Office. If you have questions, comments, or article suggestions, contact Clare Geisen, Director of Administrative Relations, at cgeisen@vccd.edu or 805.652.5504. newsletter09-08.pdf

**Events Calendar**  
@ MC  
Transfer Day  
Date: 09/23/2008  
Time: 10 am  
Location: Quad  
Groundbreaking Health Science Bldg  
Date: 09/23/2008  
Time: 3 pm  
Location: Outside LMC Building  
Faculty Lecture  
Date: 09/24/2008  
Time: noon  
Location: Communications Bldg TV Studio

**College Quicklinks**  
Moorpark College  
Academic Calendar  
Campus Map  
Student Voice  
College Web Page  
Schedule of Classes  
College Catalog/Course Descriptions  
Directory

**Weather**  
Moorpark, CA  
71°F

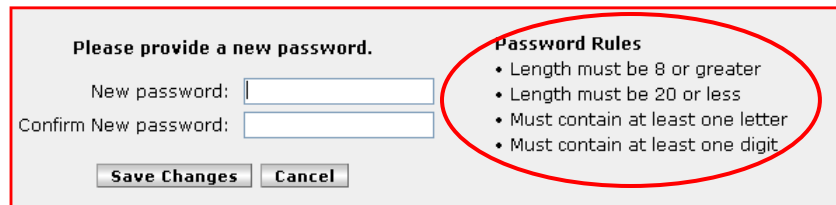
**CNN**



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It is recommended that upon the first successful login, the user logs out immediately and logs in again. At this point, they will see a **Password Expired** message. The user must enter a new password according to the specified **Password Rules**, confirm the new password and click the **Save Changes** button. This step is required only once, after the initial login.

## Password Expired



Please provide a new password.

New password:

Confirm New password:

**Password Rules**

- Length must be 8 or greater
- Length must be 20 or less
- Must contain at least one letter
- Must contain at least one digit

Upon successfully completing the password change, employees can begin using the MyVCCCD portal services.

## I'm Already Using MyVCCCD

As the name implies this option is for employees who already know how to login to MyVCCCD and wish to access the webSTAR or BackOffice services they had been seeking through the new portal. Clicking this button will log them out of webSTAR or BackOffice and direct them to the login screen for MyVCCCD.

## I Will Use MyVCCCD Very Soon

This option is for employees, who perhaps are not familiar with MyVCCCD and would like additional training and information before accessing these services via the portal. Clicking this button will direct them to the webSTAR Main Menu or BackOffice interface.