



Kankakee Community College

Information Technology Services

Student Network Accounts

Introduction

All students in credit classes are given network and college e-mail accounts to help in completing assignments for your class. This account allows you to use the applications your instructor has authorized for you, to access the Internet, and send and receive e-mail. You are personally responsible for your individual account. This handout outlines the capabilities, restrictions and responsibilities associated with this account.

KCC Statement of Responsible Use of Computing Facilities

Computing facilities at KCC are intended to serve the legitimate educational needs of KCC's staff and students, while supporting the college's academic programs and services. Anyone utilizing the computer facilities is not to abuse the equipment, violate software copyright or use restrictions, introduce obscene or pornographic material or otherwise use these facilities in unlawful or inappropriate ways. Altering existing software or adding any additional software to computing systems is not permitted. Any KCC staff member has the authority to immediately terminate the computer utilization of any person whose use violates reasonable standards. Furthermore, improper use of the college's computer facilities may subject a student to further disciplinary actions under the Code of Conduct.

Acceptable Use Guidelines/Policies for Internet Access

The following sections define the acceptable use guidelines and policies involved in using Kankakee Community College's Internet access capabilities. Any staff or students not complying with the acceptable use guidelines/policies may be denied access.

Acceptable Use of the Internet

Access to the Internet provides connections to computer systems located all over the world. Students must understand that some of the information available is controversial and sometimes may be offensive. Kankakee Community College does not condone the use of such material. All access to the Internet provided by KCC is to be used in a responsible, efficient, ethical and legal manner. Unacceptable use of the Internet includes:

- Copying commercial software in violation of copyright laws.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Reposting or forwarding personal communication without the author's prior consent.
- Sending mail in large quantities that would congest or overload networks, and

interfering with other's computer work or accounts.

Persons to whom an individual account is issued are responsible at all times for its proper use.

- Students must not share their passwords to another user.


Internet E-mail

All Internet e-mail is the property of Kankakee Community College and will be treated as college business. Kankakee Community College management can enter the Internet e-mail system and review, copy, or delete any messages and disclose such messages to others. Though individual accounts with passwords are provided for e-mail, individuals should not assume that e-mail messages are confidential.

The Internet browser available for student use is Internet Explorer. The KCC website is <http://www.kcc.edu>. Students are able to access their GroupWise e-mail from any computer on or off campus that has Internet access via GroupWise WebAccess at <http://mail.kcc.edu>.

Account Name and Password

If you enrolled in credit division courses in Fall 2005 or later, you have a KCC e-mail account.

To find your username, go to the KCC website <http://www.kcc.edu>, click  and click [What's My User ID?](#) Enter your last name and either your SSN or your Student ID number in the fields provided. You will be given your user ID. After retrieving your User ID, please click on [Change Password](#). Initially, your password is the last six digits of your Social Security number. Updating your password will allow you to access all of KCC's online resources: ANGEL, KCCConnect, the network and KCC e-mail.

If you have utilized KCC's network services (e-mail, online classes) in the past, your password has not changed since your last login.

After clicking Change Password the password utility window appears (see figure below). Enter your new password in the space provided and then confirm your password by retyping it. Passwords can be any combination of letters and/or numbers, but the new password **MUST BE UNIQUE** and at least 6 characters! The server keeps track of all previous passwords and will not allow an old one to be reused.



Idle Timer: 3 minutes, 35 seconds

PWM-v1.1.3 | unauthenticated | server time: 2007.06.20 at 13:15:30 CDT | src: 10.10.14.127

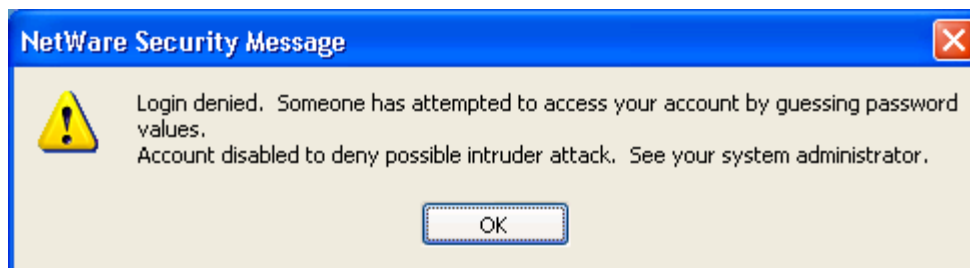
Changing Your Password

Please remember your password. If you forget your password, you will have to go to the ITS Help Desk (L364) to be assigned a new one. Students must present their student ID cards when requesting new passwords.

Failure to change your initial password will result in login denied. You will need to call 815-802-8900 or come to ITS Help Desk to have it unlocked.

Login failure

If you attempt to access your account several times unsuccessfully, a screen will come up with the following message:



- You will need to go to ITS Help Desk with your ID card to have your account activated. This security feature prohibits a hacker from having unlimited tries to guess account passwords.
- If you receive the login denied message go to the ITS Help Desk (L364) to receive a new password. You must have your student I.D. card with you.

Logging Off

It is very important to log off the workstation when you have completed your work to ensure that no one else uses your account or has access to your files and to prevent “logging into too many stations”. Choose **Shutdown** from the Start menu; then choose the **Restart** option.

Account Restrictions

- Your account can be used on only one computer at a time. Please remember to always log out when finished using your account
- Your account has a limit on the amount of information it can store. Remember that e-mail takes up storage in your account. Your account is limited to 60MB of disk space on your U: drive. Storing and running software from this location is not allowed. Student Favorites from the Internet are also stored in their U: drive. When this limit is used, you will have to delete unwanted e-mail, files, etc. for your account to continue to work.
- Your network account can be accessed only from computers on the main KCC campus. E-mail can be accessed from off campus using GroupWise WebAccess. This is accomplished by accessing the Internet and typing <http://mail.kcc.edu> to get into Groupwise. There is a separate document explaining the functions available in WebAccess mail.

Getting Help

The instructor for the class should always be your first choice. For login, password or Internet availability issues, please contact the ITS Help Desk in room L364. Help with specific applications is available in the Academic Skills Center/Instructional Support Services lab area (room L329).