HIGHLAND
COMMUNITY COLLEGE

GETTING STARTED

STUDENT GUIDE TO SETTING UP HCC ACCOUNTS

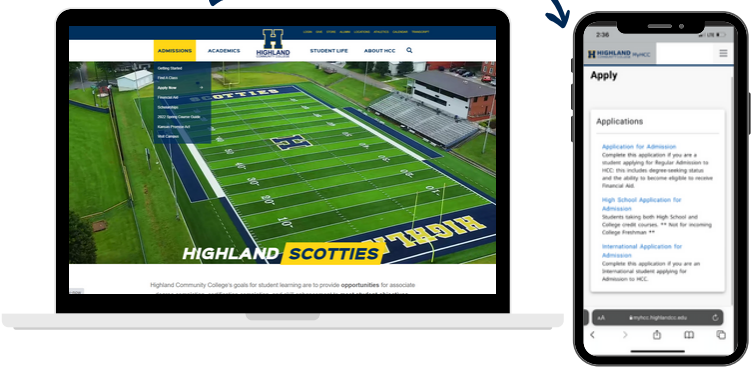
785-442-6141 | earlycollege@highlandcc.edu

1. APPLY FOR ADMISSIONS

- Go to the **Admissions** tab
- Select **Apply Now** from the drop down menu
- Complete the High School Application for Admissions form

http:// **www.highlandcc.edu**

apply online



Login information and an acceptance letter will be sent to the email address provided in the application for admission within 2-5 business days.

2. ACCESS YOUR HCC ACCOUNT

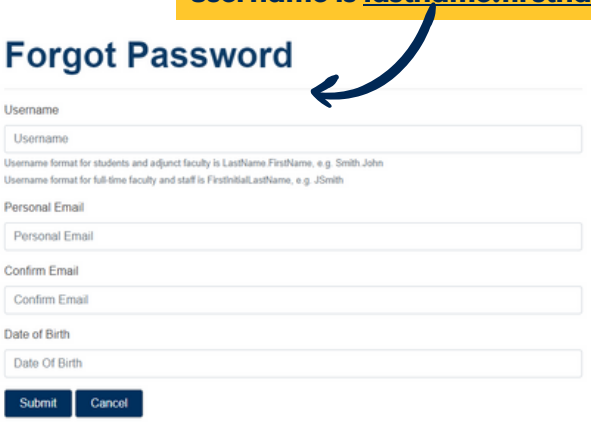
- Visit highlandcc.edu
- Select **Login** from the main HCC page

Check your personal email for your username and temporary password. Never got one? Refer to your Acceptance Email for steps to reset it or visit https://highlandcc.edu/login?forgot=1.

- **Sign in** using your temporary password

*You may be asked for a **Network Password.** Re-enter your HCC username and password.

username is lastname.firstname



submit to reset your password

****In order to access your MyHCC account, you must verify your HCC ID Number, Name, Birthday. This information is included in the login email you received from HCC.**

Highland Community College is accredited by the Higher Learning Commission (hlcommision.org), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Vice President for Student Services or Human Resources Manager.

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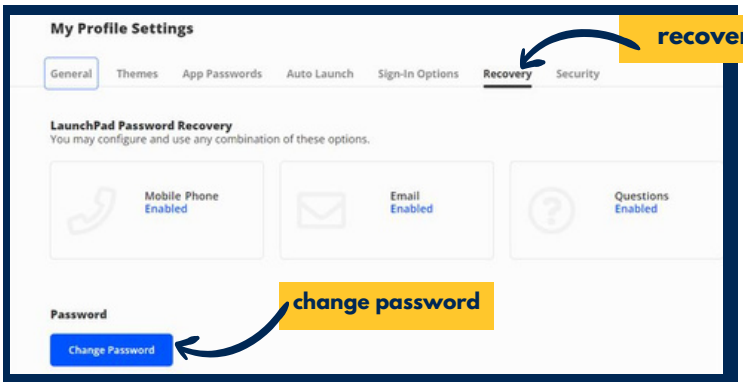
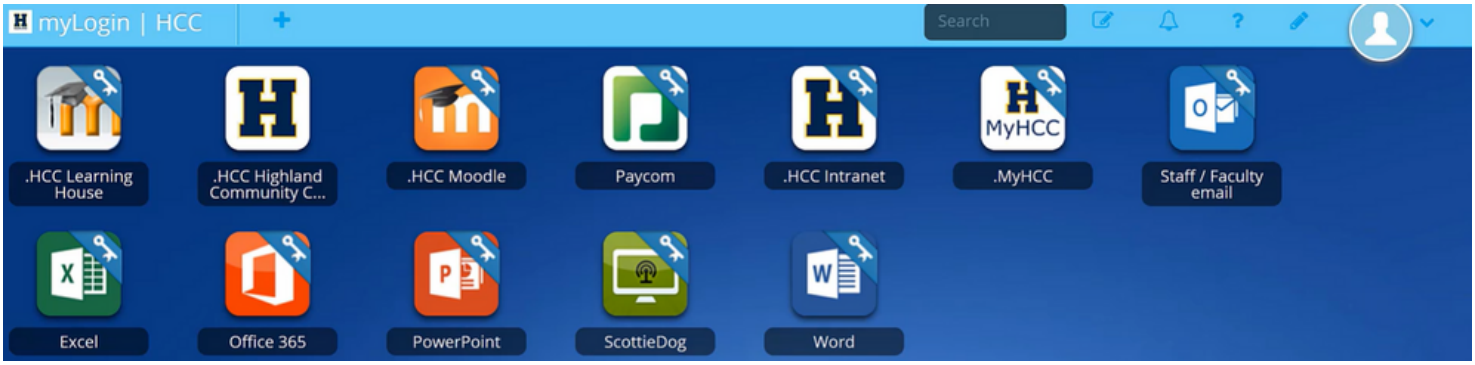
3. CHANGE YOUR PASSWORD

- Click the "My Profile" icon in the top right
- Click “Settings” and then select "Recovery"

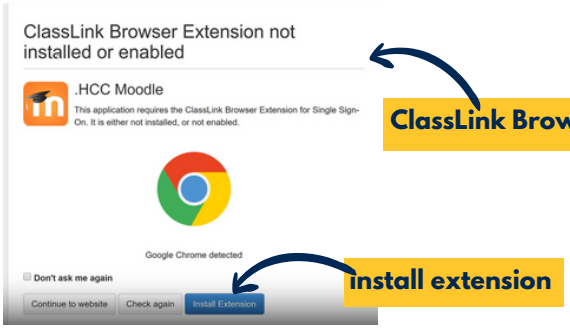


4. EXPLORE YOUR HCC APPS



When you first log in, you will access **myLogin|HCC** where all Highland apps are stored in one spot. Please install the **ClassLink** Browser Extension if you have access to do so. ClassLink allows instant access to all of HCC Apps with a single login.

If you are unable to download the ClassLink Browser Extension, select "Continue to website". You will be required to re-login to each application. Your MyHCC login format is lastname.firstname (no @highlandcc.edu).



MYHCC

Search for classes, enroll, make payments, view unofficial transcripts and more!

CANVAS

Where students can view coursework and submit homework.

WORD, EXCEL, & POWERPOINT

All HCC students can access Microsoft Office programs online or download to their desktop.

EMAIL

Log in to your HCC email. Instructors and HCC staff will be primarily emailing this account.