How to Login to NOVA Computers

You should receive your account information in your hiring packet

Logging into Classroom Computers
Use the Directory domain:

Example:

Username: Directory\jd5634
Password: ******** (must be obtained from the IT Help Desk: 703-426-4141 or ext. 24141)

Logging into MyNOVA (for Blackboard, VCCS email, and SIS/HRS)
1. Go to the college website: http://www.nvcc.edu
2. Click on MyNOVA in the top right corner of the screen
3. Click on MyNOVA again

Example:

Username: jd5634
Password: ******** (can be set through the college website using the MyNOVA link)

Logging into Computers in the Adjunct Office or the FSRC (Faculty & Staff Resource Center)
Use the NVCC domain:

Example:

Username: jdoe
Password: ********
Logging into my NVCC Email Account (@nvcc.edu)

Use the NVCC domain:

**Way 1 – Full Outlook**

1. When already logged in to a computer in the Adjunct Office, or the FSRC:
2. Click on Start icon > All Programs > Microsoft Office > Microsoft Office Outlook
3. Click through the setup screens
4. View your email

**Way 2 – Outlook Webmail**

1. Go to the college website: [www.nvcc.edu](http://www.nvcc.edu)
2. Click on Faculty & Staff in the top left corner
3. Under the heading Log In to Access, click on Webmail
4. Log in

**Example:**

Username:  jdoe
Password:   **********