

SIS Basics: Logging In and Out

Overview: This guide specifically covers Student, Faculty, and Staff access to NOVAConnect (SIS); logging in and out.

Navigation: <http://www.nvcc.edu/>

Step 1: Students, Faculty, and Staff all access NOVAConnect (SIS) through the same portal from the NOVA homepage: Click on MyNOVA.

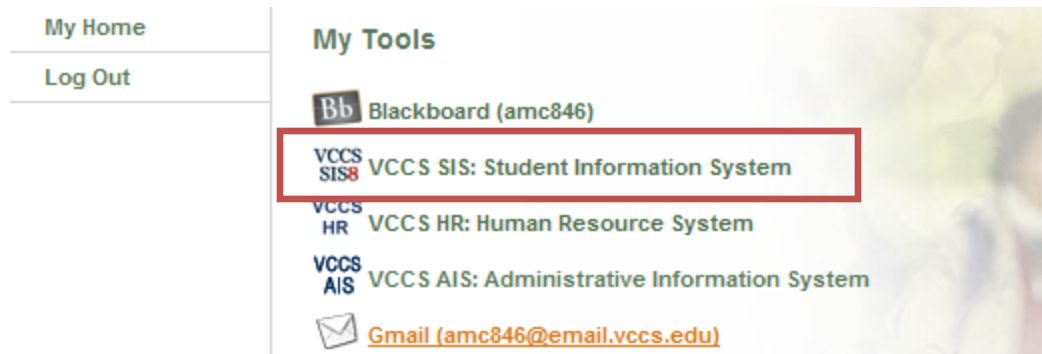


Step 2: New users can look up their username and set their password. Current users login to SIS

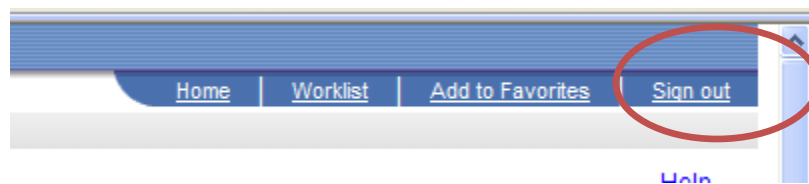
A screenshot of the myNOVA login page. The page title is 'myNOVA' and it says 'Single Log-in Access to: NovaConnect, Blackboard, Student Email, and VCCS Services.' There are two input fields: 'My Username' and 'My Password'. Below them is a 'Log In' button. A red oval circles the text: 'New to your college? Look up your username and set your password.' Below that is a link: 'I cannot access my account.' On the right side, there are 'NOVAConnect SIS Tips' and two payment enrollment notices for SP 2012 and SU 2012.

Step 3 Logging in on this page will grant access to NOVAConnect (SIS), Blackboard, Student Email and other VCCS services. On the right side of this page is a space that displays important messages.

Step 4 Once you have logged in you will be taken to the MyTools page where there is a link to VCCS: Student Information System (NOVAConnect)



Step 5 To Log out of NOVAConnect, simply click on “SIGN OUT, located in the upper-right corner of every page in NOVAConnect.



Note: If you still have the “My Tools” page open, be sure to click “Log Out”, located on the left side of the page.