

# Roxbury Community College Technical Onboarding

## PURPOSE

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This document is a short guide to instruct you on the technical aspects of your new position.

You can always reach out to the Help Desk team with any questions or concerns by emailing [helpdesk@rcc.mass.edu](mailto:helpdesk@rcc.mass.edu) or calling 857-701-1555.

## ACTIVE DIRECTORY PASSWORD RESET (COMPUTER, MYRCC, EMAIL, ETC.)

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You have been assigned a username and password to access systems on campus. Your Active Directory credentials are the same combination you will use to login to your computer, email account, Microsoft Office products (please review RCC – Office365\_Guidelines\_.pdf provided with your login credentials), and MyRCC. You will be required and prompted to reset your password every 90 days.

If you need your password reset, you can contact the RCC Help Desk team by emailing [helpdesk@rcc.mass.edu](mailto:helpdesk@rcc.mass.edu) or calling 857-701-1555.

## MYRCC

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MyRCC is the campus portal used for various announcements, forms, and a central location for staff, faculty, and students to find information about the institution. You will use your Active Directory credentials to login to the URL: <https://myrcc.rcc.mass.edu/ICS/>.

- Staff employees will have a landing page called Staff Training which contains links for Cybersecurity Awareness Training that all employees must complete. This page also contains many other useful Microsoft function links.
- Faculty employees will have a landing page called Faculty. You will utilize MyRCC to view your courses, enter grades, and to perform Advising.

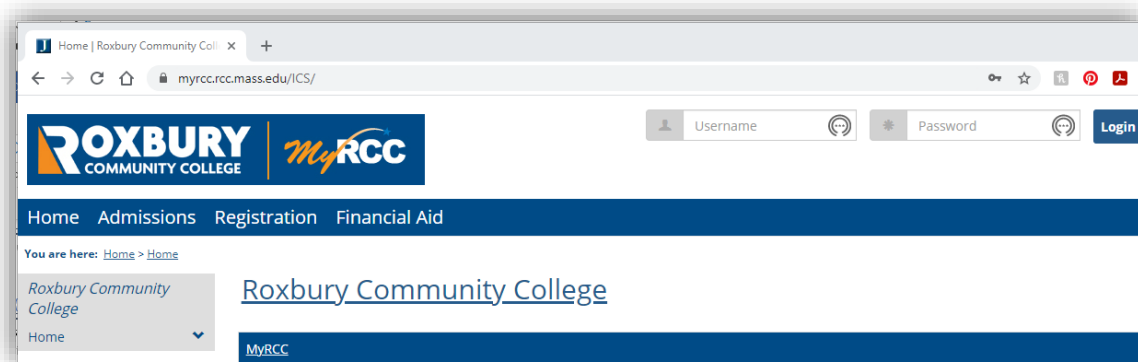


Figure 3 – MyRCC landing page

## FACULTY TOOLS

McRCC houses multiple tools for Faculty use. The Faculty tab (Figure 4) will display your list of courses in the current term as well as a section to view your advisees (all **full-time** Faculty will have advisees assigned). Figure 6 shows the list of report types you may use to retrieve your advisees. You will also use the 'Go Directly To' drop down area to navigate to Course Details, see your Class List and enter midterm and final grades.

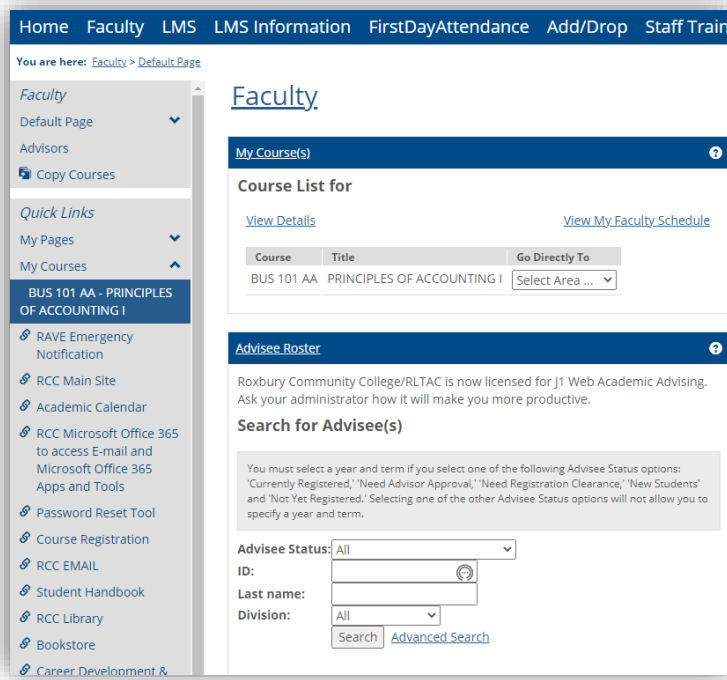


Figure 4 – MyRCC Faculty tab

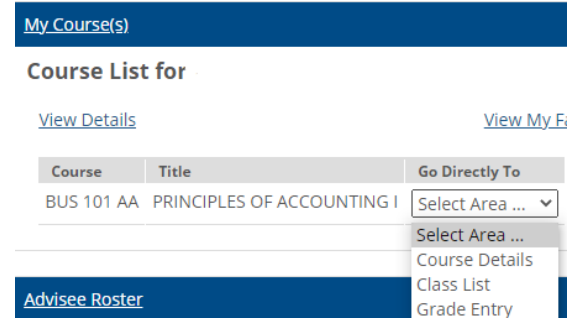


Figure 5 - Course List drop down

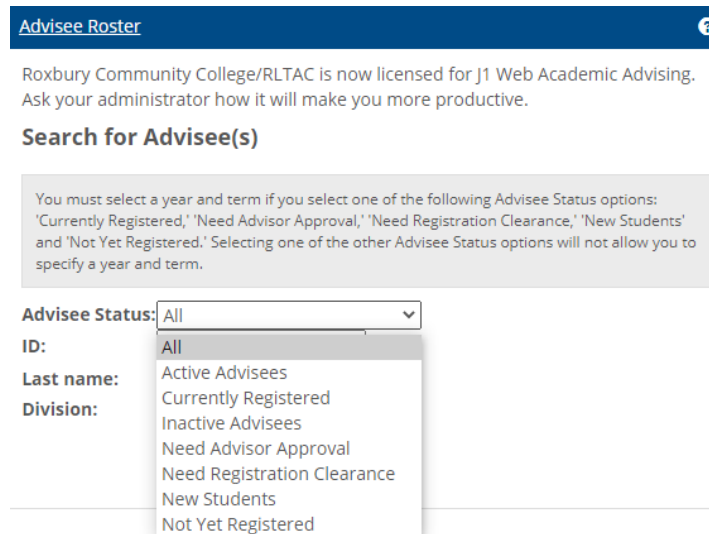


Figure 6 – Advisee search options

Scroll down to find a list of eLearning Documentation videos and the Faculty Guide for Jenzabar eLearning.

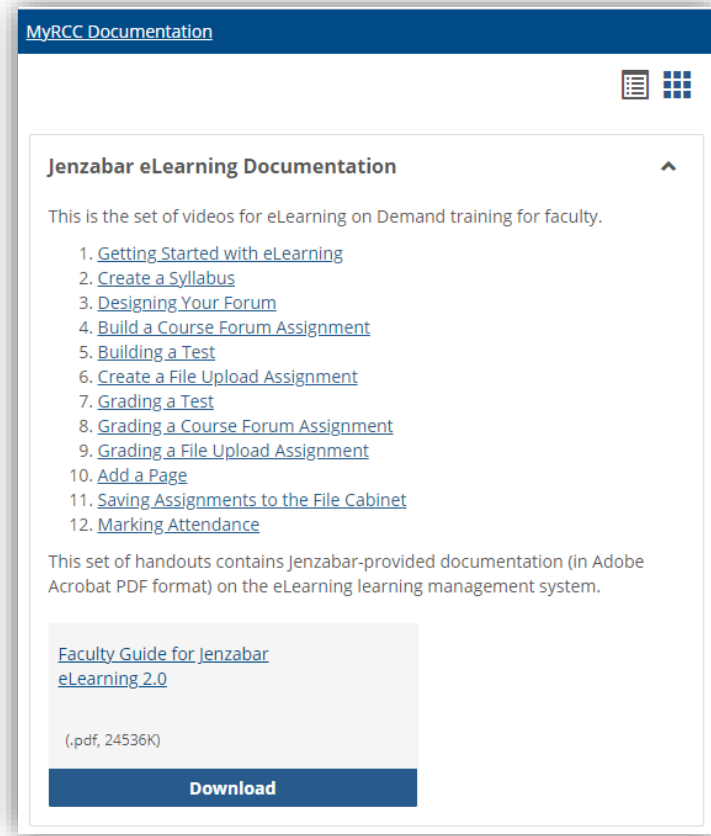


Figure 7 – eLearning Documentation

The LMS (Learning Management System) tab will take you to your list of current courses where you can click on each individual course to manage content (Figure 8). (Alternatively, you can use the My Courses drop down in the Quick Links section on the left to navigate directly to each course.)

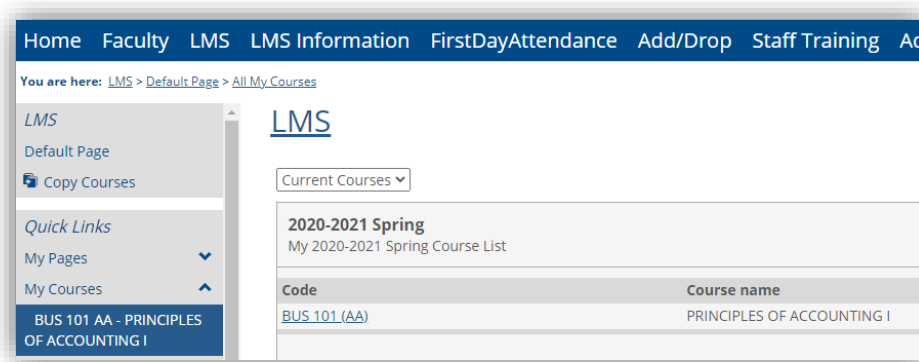


Figure 8 – LMS tab

The LMS Information tab is a reference page for Faculty members to find answers to questions they may have during the duration of their time at RCC. You will find things like quick links to forms and guides as well as information on how to use Microsoft Teams as a resourceful tool for your courses.

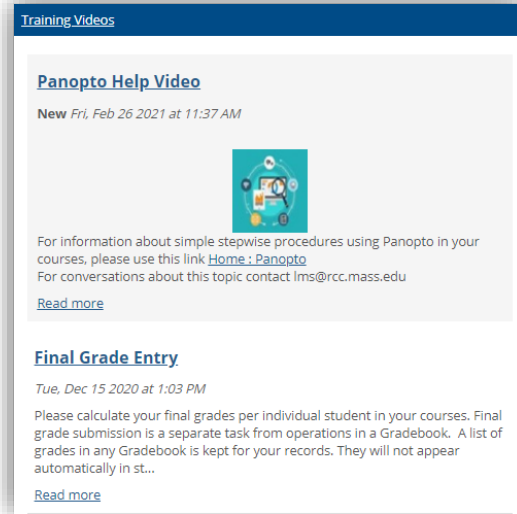
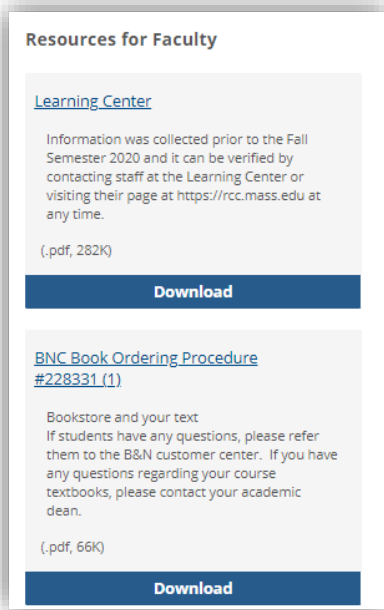


Figure 10 – Training Videos

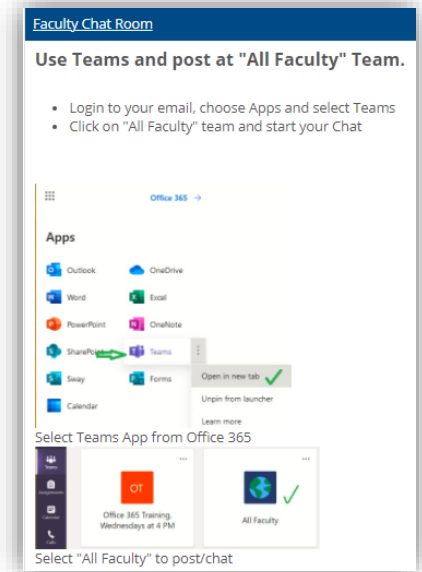


Figure 11 – Microsoft Teams Help

Figure 9 – Documents to Download

## TIGER PAW

Tiger Paw is an Early Alert system and communication tool that is designed to support all RCC students, and at-risk students in particular. Tiger Paw access is granted by the Human Resources office. Please contact Carl Marcelin or Dominic Potito for access.

Your credentials will be the same as the Active Directory credentials listed above.

Please use Tiger Paw to submit an Early Alert to Academic Advising, Project Access, Disability Services, Discipline, the Behavioral Intervention Team, and/or Tutoring as needed. Early Alerts function as a referral system. The Department to which you submit the Early Alert will use the information you provide to conduct outreach to your student(s). Tiger Paw is also used for note-taking, communication with students, and more. Tiger Paw training sessions are held periodically.

If you believe someone is going to harm themselves or others, please call Campus Safety (857-701-1310; 857-701-1311) and 911.