



Umpqua Community College

Network Access Information

1. To Access Network Computer System

First-time users, follow these steps to log in to the UCC network computer system from a campus computer:



1. Power on the computer.
2. Press **CTRL + ALT + Delete** (press all 3 keys at the same time) to access the login screen.
3. A login dialog box will appear. (The previous user's name may be in the dialog box. Click the **Switch User** button. Select **Other User** option. Then enter your user name in the dialog box.)
4. Click into the password box and type in the **Password** assigned (usually "**changeme**"). Then click **OK**. (If you are not on a campus computer, you may use the instructions for Accessing Staff Email (See Section 2 below) to log in for the first time and utilize the "**changeme**" password function.)
5. You will be prompted to **change your password**.
(This new password you create will apply to both your network login and to your email account accessed from off campus. Password created must be at least 6 characters.)
6. You are finished and you can continue working or exit the system.
7. To exit press **CTRL + ALT + Delete** (press all 3 keys at the same time) then select the "**Log Off**" option.

Instructors located off-campus who are requesting new employee passwords will need to acquire the new employee's password and then contact Systems Administrator Mark Worthington directly so he can manually set the password for those accounts.

2. To Access Staff Email (Web)

Follow these steps to access email through the staff mail tab on the UCC website (including off campus):



1. Power on the computer.
2. Press **CTRL + ALT + Delete** (press all 3 keys at the same time) to access the login screen. (The previous user's name may be in the dialog box. Click the **Switch User** button. Select **Other User** option.)
3. Enter your **User Name** (usually your "firstname.lastname"). Enter your **password**. Then press the **Enter key**. (First-time users type in "**changeme**")
4. Launch an Internet browser.
(Look for an icon on the task bar at the bottom of your computer screen, or go to the **Start** button and select from the All Programs list.)
5. Navigate to <https://webmail.umpqua.edu/owa>
6. Select the radio button for Public or Private Computer.
7. **Login** entering "Umpqua\insert your user.name"
8. Enter your on-campus login **password** that you created. Then click the **Sign in** button.
9. To exit Outlook Web App, click the **Sign Out** button on the task bar at the top right corner of the screen. Then close the browser.

3. To Access Self Service Banner (SSB)

Follow these steps to access Self-Service Banner on the UCC website:



1. Power on the computer.
2. Press **CTRL + ALT + Delete** (press all 3 keys at the same time) to access the login screen.
3. At the login screen, look at the user name dialog box. If this is not your name, select the **Switch User Name** arrow. Select the **Other User** option. Enter your **User Name** in the first dialog box. Click the **Tab** key. Enter your on-campus login **password** in the second dialog box. Then click the **arrow** button to log in.
4. Once you are signed in to Windows, launch an Internet browser.
(Look for a browser icon on the task bar at the bottom of your computer screen, or go to the **Start** button and select a browser from the All Programs list.)
5. Go to https://ssb.umpqua.edu/PROD/twbkwbis.P_GenMenu?name=homepage
(Or select the **Self-Service Banner** button on the task bar near the top right section of the UCC web page.)
6. Click on the "Click Here to Enter UCC Self Service Secure Area" link.
7. Log into Self-Service Banner with your User ID (usually an 800 number) and SSB password. Click **Log in**.
8. You can continue working in SSB or exit the system by selecting the **Exit** button at the top right corner of the screen. Then close the browser.
9. To exit the computer network press **CTRL + ALT + Delete** (press all 3 keys at the same time) then select **Log Off**.

Questions: Call or Email the Helpdesk at (541) 440-7808, Helpdesk@umpqua.edu