



Guide to IT for New Students

This tutorial will assist with the setup of your Century College accounts using text and images.
Student

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Welcome to Century College

On behalf of the Information Technology Department, congratulations on continuing your education and welcome to Century College. In this document we will review the steps necessary to set up and access your Century College accounts. Please follow the sections below in order.

Required Information

1. Student Tech ID (found on your acceptance letter from Century College)
 - a. This is an eight (8) digit number you received from the records office to register for classes
2. Personal Identification Number (PIN) or self-generated password
 - a. The PIN may be set to either your birthday (in YYMMDD format) or the last 4 or 6 numbers of your Social Security Number (SSN)
 - b. You may have created a self-generated password when you registered for classes. A self-generated password requires the use of at least 1 letter, number, and a special character.
3. If you are having trouble retrieving your Student Tech ID number or PIN, please contact the [Records Office](#) at 651-779-3299 or stop by the [Computer Centers](#) located at E1710 or W3165.

Student eServices Login

Used to register for classes, view/modify your class schedule, DARS report, and unofficial transcripts.

Start by navigating to the [Century Student eServices Login](#) (Figure 1)

The ID/Username for this login: [Student Tech ID](#)

The password for this login: PIN or self-generated password

The Institution is "Century College".

Figure 1

Please note: It is very important you keep this information private. Disclosing this information to another student could compromise other Century College Services. If you feel someone has compromised your Student Tech ID or PIN information, please contact the [Records Office](#) immediately.

Credit Students

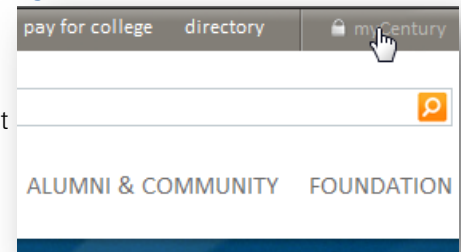
While Century College offers a wide range of services to credit and non-credit students, the following services pertain only to credit students. If you are taking a non-credit course please see the [Non-Credit Students](#) section below.

myCentury Login

The myCentury login, located in the upper right corner of the Century College homepage (www.century.edu, Figure 2), is required to access college computers, the college wireless network, myCentury, and student e-mail. Instructors will use your student e-mail to contact you throughout the semester. It is very important to setup your account so you don't miss out on assignments or updates given by your instructor.

1. Start by resetting your myCentury login on the [myCentury Password Reset](#) page.

Figure 2



2. On the password reset page, enter your [Student Tech ID](#) and PIN (Figure 3).

Figure 3

A screenshot of a web form titled 'User Authentication'. It has a light grey background. At the top, the title 'User Authentication' is in bold. Below the title are two input fields: 'Student ID' and 'PIN'. At the bottom of the form are two orange buttons: 'Continue' and 'Clear Form'.

3. Next enter your new password and then confirm your new password.
4. Click "Reset Password" (Figure 4).

Figure 4

A screenshot of a web form titled 'Century Direct Password Reset'. It has a light grey background. Below the title, it says 'Minimum password length is 7.' There are two input fields: 'Enter Password' and 'Confirm Password'. At the bottom of the form is a large orange button labeled 'Reset Password'.

If you received an error or did not see the password reset page, please contact the Student Help Desk at studenthelp@century.edu, 651-779-3295, or stop by the [Computer Centers](#) located at E1710 or W3165. It generally takes 24-36 hours after you register for classes for your myCentury username to be created. We ask students that are trying to setup an account within this time period to wait before contacting student help.

The next page will display your myCentury username which will consist of the first 4 letters of your last name followed by a 4-digit number (ex: xxxx9999). This username will be yours as long as you're a student at Century College. If you take a semester off and come back it will still be assigned to your Student Tech ID.

Setup E-Mail

Century College participates in Microsoft's [Live@EDU](#) service. Live@EDU offers a wide range of benefits for students including online versions of their popular applications, Word, Excel, PowerPoint & OneNote, as well as 25 GB of free online storage! Live@EDU delivers all of this and more while also providing training employer-required applications. To begin your setup of this exciting service log into myCentury, then click "e-mail" on the right side under "StudentTools" (Figure 5)

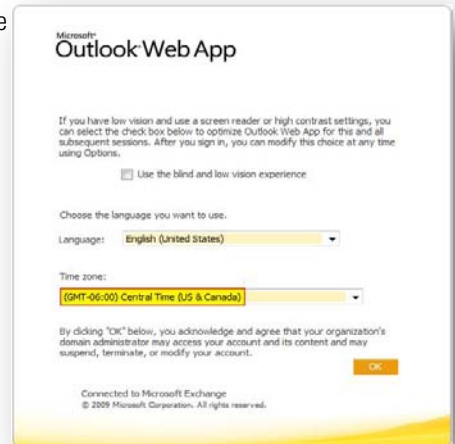
Century College uses Single Sign-On (SSO) a service that allows you to automatically login without storing credentials on your computer. The information being asked in the next step will be asked only the first time you set-up your account information.

On the time zone verification page (Figure 6). Select "English (United States)" as your preferred language. Then set the Time Zone to Central Time (US & Canada). Click "OK" at the bottom of the page when you're finished. You now have access to your Century College Student E-Mail and all the other exciting features of Live@EDU!

Figure 5



Figure 6



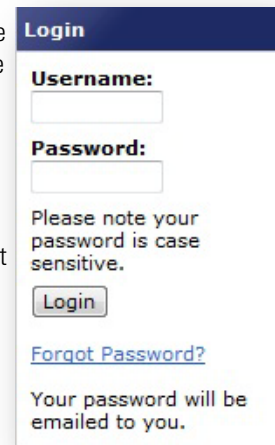
Desire2Learn (D2L) Login

Many courses offered at Century College are either web enhanced or web-based. Most of these courses will be using [Desire2Learn](#) for obtaining course materials, submitting homework, taking quizzes/tests, and using online discussion tools.

To begin, navigate to the Century College D2L page <https://century.ims.mnscu.edu/> (Figure 9)

1. The username for this login: [Student Tech ID](#)
2. The password for this login: Birth date (in the format YYMMDD)
(Note: If this does not work, please try using the last 6 digits of your social security number or the last 4 digits of your social security number)
3. If you still cannot log into D2L, click on the "Forgot Password?" link (Bottom of Figure 9).

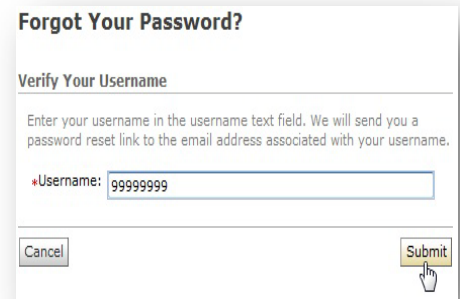
Figure 9



The screenshot shows the D2L Login page. At the top, there is a dark blue header with the word "Login" in white. Below the header, there are two input fields: "Username:" and "Password:". Below the password field, there is a note: "Please note your password is case sensitive." Below the note is a "Login" button. At the bottom of the form, there is a blue link for "Forgot Password?". Below the link, there is a message: "Your password will be emailed to you."

4. Enter your [Student Tech ID](#) next to "Username:"
Click "Submit" at the bottom right side of the window (Figure 10).
5. Check your Century College Student e-mail inbox for an e-mail with a password reset link in it.

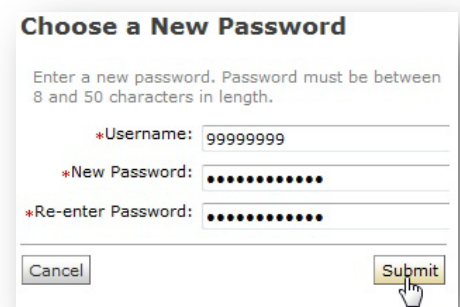
Figure 10



The screenshot shows the "Forgot Your Password?" page. At the top, there is a header "Forgot Your Password?". Below the header, there is a section titled "Verify Your Username". Below this section, there is a text box with the instruction: "Enter your username in the username text field. We will send you a password reset link to the email address associated with your username." Below the text box, there is a text input field with the label "*Username:" and the value "99999999". Below the input field, there are two buttons: "Cancel" on the left and "Submit" on the right. A mouse cursor is pointing at the "Submit" button.

6. Enter your [Student Tech ID](#) again next to "Username:"
Enter and verify your new password.
Click "Submit" (Figure 11).

Figure 11



The screenshot shows the "Choose a New Password" page. At the top, there is a header "Choose a New Password". Below the header, there is a text box with the instruction: "Enter a new password. Password must be between 8 and 50 characters in length." Below the text box, there are three text input fields: "*Username:" with the value "99999999", "*New Password:" with a masked password of 10 dots, and "*Re-enter Password:" with a masked password of 10 dots. Below the input fields, there are two buttons: "Cancel" on the left and "Submit" on the right. A mouse cursor is pointing at the "Submit" button.

Congratulations, you have successfully setup all 3 of your Century College Accounts! If you received an error at any point and did not finish the setup please contact the Student Help Desk at studenthelp@century.edu, 651-779-3295, or stop by the [Computer Centers](#) located at E1710 or W3165.

Continuing Education/Customized Training (CE/CT) Students

While Century College offers a wide range of services to credit and CE/CT students, the following services are explained for CE/CT students only. If you are taking a credit course, please see the [Credit Students](#) section above. CE/CT students should use the following information.

E-Mail Address

Online course communication is done through e-mail, so it is important that the Continuing Education and Customized Training (CE/CT) Department has the e-mail address that you want to use for this course. If you received this document via the e-mail address you want to use for this course, you do not need to respond. However, if your e-mail address is not on file, or if you want to change your e-mail address, please contact the [CE/CT Department](#) as soon as possible at 651-748-2607.

If you do not have an e-mail address, or would like to create one just for your online course communication, try a free Google e-mail account at www.gmail.com or a free Windows Live e-mail account at <https://signup.live.com/>.

Desire2Learn (D2L) Login

Many courses offered at Century College are either web enhanced or web-based. Most of these courses use Desire2Learn for obtaining course materials, submitting homework, taking quizzes/tests, and using online discussion tools

1. Shortly before your course begins, you will receive two emails:
 - The first contains your username; typically your [Student Tech ID](#)
 - The second contains a password reset link
2. Follow the password reset link. (Figure 12)
3. Enter your username (from the first email).
4. Enter and re-enter a password of your choice, and submit.

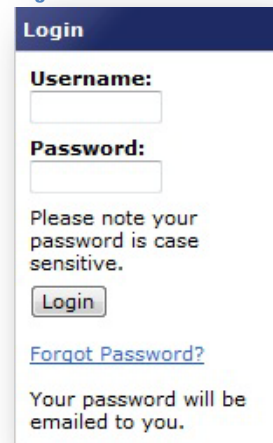
Figure 12



Once your course begins, navigate to the Century College D2L page <https://century.ims.mnscu.edu/>

1. Enter your username and password (Figure 13).
2. Your D2L homepage appears. You may have to click a plus sign (+) in front of the semester or the term CECT to expand a list and locate your course.

Figure 13



Guest Account Access

Century College is pleased to offer our visitors and guests access to the Internet from our college wired and wireless networks. This service is valid in the Library and all Century College computer classrooms. These accounts, however, may not be used in the Main Computer Centers (E1710, W3165) or in employee offices. Please reference the [Century College Guest Access](#) for a tutorial that will assist with the setup of your on-campus guest account login.

Congratulations, you have successfully setup all of the Century College Accounts! If you received an error at any point, and did not finish the setup, please contact the [CE/CT Department](#) as soon as possible at 651-748-2607.