

**New England College  
Graduate & Professional Studies**

Orientation Guide

*Provided by Student Support Services*

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# Introduction

There are three systems that you will use while at New England College. They are:

- MyNEC
- NEC webmail account
- Blackboard

You can access the three systems by visiting the Students/Faculty/Staff page on the NEC website, found at <http://www.nec.edu/students-faculty-staff/>. A link is located on the upper right of the NEC homepage at [www.nec.edu](http://www.nec.edu).

This document will provide you with a basic understanding of how to access and utilize the various features found in these three systems. It is recommended that you explore each system and develop an understanding of what they can do for you.



### Assistance:

For assistance, please contact...

- **Blackboard:** Helpdesk support center ([helpdesk@nec.edu](mailto:helpdesk@nec.edu), 603-428-2350)
- **Email:** Helpdesk support center ([helpdesk@nec.edu](mailto:helpdesk@nec.edu), 603-428-2350)
- **MyNEC:** Student Services ([studentservices\\_gps@nec.edu](mailto:studentservices_gps@nec.edu), 603-428-2258 or 603-428-2251)

# MyNEC

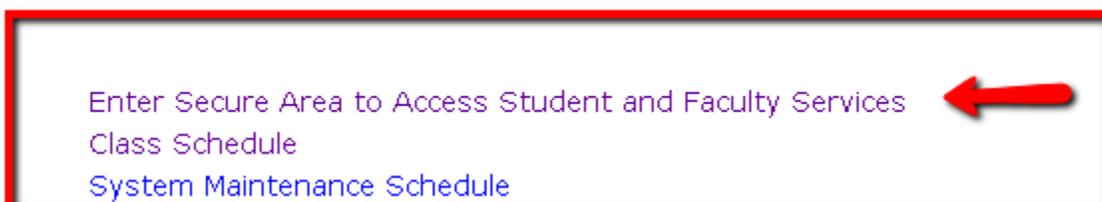
For assistance with MyNEC, please contact student services at [studentservices\\_gps@nec.edu](mailto:studentservices_gps@nec.edu)

MyNEC is New England College's SIS (Student Information System). This is where you can register for classes, view your final grades, or pay your bill online. Additionally, you can view your unofficial transcript and view the charges which have been applied to your account.

To log-in to MyNEC, follow these instructions:

1. Click on "MyNEC" from the *Students, Faculty, and Staff* page.

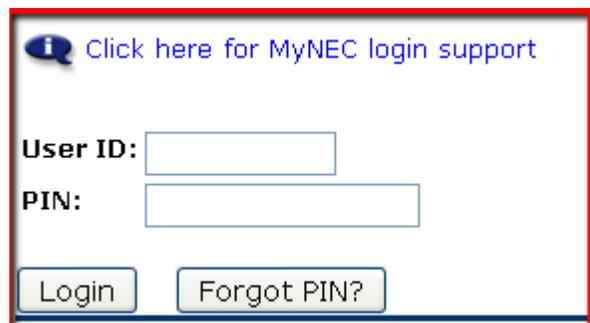
- 
2. Click on "Enter Secure Area to Access Student and Faculty Services."



Enter Secure Area to Access Student and Faculty Services ←  
 Class Schedule  
 System Maintenance Schedule

- 
3. Enter your Student ID Number and PIN to access MyNEC.

**Note:** Your Student ID and PIN will be provided to you by Graduate Student Services.



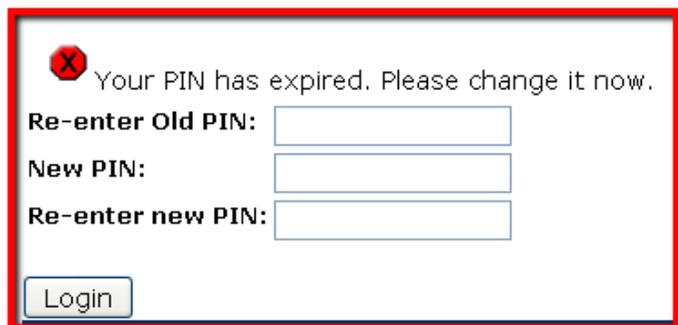
 [Click here for MyNEC login support](#)

User ID:   
 PIN:

Login Forgot PIN?

- 
4. If this is your first time entering MyNEC, you may be asked create a new pin. Pins must be between 8-16 characters long, and must contain at least one letter and one number.

**Note:** You may also be asked to create a security question in case you forget your pin.



 Your PIN has expired. Please change it now.

Re-enter Old PIN:   
 New PIN:   
 Re-enter new PIN:

Login

# Account Summary

There are two screens in MyNEC which can be used to view the charges which have been applied to your account: Account Summary, and Account Summary by Term.

To view these screens, follow the directions below.

1. Click on “Check In, Student Services & Financial Aid”

**CHECK IN**  
Confirm Your Enrollment

**CHECK IN, Student Services & Financial Aid**  
Check In, Register, View your academic records and Financial Aid

**Faculty Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Personal Information**  
Change your PIN and View your oncampus address.

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RELEASE: 8.3

2. Select “Student Records.”



## Student Services & Financial Aid

**CHECK IN**  
Confirm your enrollment

**Registration**  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments; View Advisor and Major

**Financial Aid**  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Online Bill**  
Pay online, view invoices, print statements

---

RELEASE: 8.3

3. Select either “Account Summary by Term.”

**Student Records**

View Holds

Midterm Grades

Final Grades

Grade Detail

Academic Transcript

**Account Summary by Term**

Account Summary

Tax Notification

Student Information

# Viewing Final Grades

Final Grades will be posted to MyNEC\* within 3 business days of the end of the term. To view your grades, follow the directions below:

1. Click on "Check In, Student Services & Financial Aid"

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[CHECK IN](#)  
Confirm Your Enrollment

**CHECK IN, Student Services & Financial Aid**  
Check In, Register, View your academic records and Financial Aid

[Faculty Services](#)  
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Personal Information](#)  
Change your PIN and View your oncampus address.

---

RELEASE: 8.3

2. Select "Student Records"



## Student Services & Financial Aid

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[CHECK IN](#)  
Confirm your enrollment

[Registration](#)  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments; View Advisor and Major

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

[Online Bill](#)  
Pay online, view invoices, print statements

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RELEASE: 8.3

3. Select "Final Grades"

4. Choose the term and press "Submit."

## Student Records

### Final Grades

Select a Term:

[Account Summary](#)  
[Tax Notification](#)  
[Student Information](#)

RELEASE: 8.3

# Unofficial Transcript

You can view your transcript through MyNEC. The transcript allows you to view all of the classes you have completed or are in-progress, as well as final grades. The transcript is a good way to track your progress toward completing your degree. To view your unofficial transcript, follow these directions

1. Click on “Check In, Student Services & Financial Aid”

**CHECK IN**  
Confirm Your Enrollment

**CHECK IN, Student Services & Financial Aid**  
Check In, Register, View your academic records and Financial Aid

**Faculty Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Personal Information**  
Change your PIN and View your oncampus address.

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RELEASE: 8.3

2. Select “Student Records”

**Student Services & Financial Aid**

**CHECK IN**  
Confirm your enrollment

**Registration**  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments; View Advisor and Major

**Financial Aid**  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Online Bill**  
Pay online, view invoices, print statements

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RELEASE: 8.3

3. Select “Unofficial Transcript”

**Student Records**

View Holds  
Midterm Grades  
Final Grades  
Grade Detail  
**Academic Transcript**  
Account Summary by Term  
Account Summary  
Tax Notification  
Student Information

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RELEASE: 8.3

4. Select “All Levels” and “Standard External Transcript,” then press “Submit.”

**Display Transcript - Select Level and Type**

**i** Select the transcript level and transcript type.

**Transcript Level:** All Levels

**Transcript Type:** Standard External Transcript

# Online Registration

Students are expected to register for all classes after their initial term. To register, simply follow these directions:

1. Click on “Check In, Student Services & Financial Aid”

**CHECK IN**  
Confirm Your Enrollment

**CHECK IN, Student Services & Financial Aid**  
Check In, Register, View your academic records and Financial Aid

**Faculty Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Personal Information**  
Change your PIN and View your oncampus address.

**RELEASE: 8.3**

2. Select “Registration”



## Student Services & Financial Aid

**CHECK IN**  
Confirm your enrollment

**Registration**  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments; View Advisor and Major

**Financial Aid**  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Online Bill**  
Pay online, view invoices, print statements

**RELEASE: 8.3**

3. Select “Add/Drop Classes”

**Registration**

**Select Term**  
Select the term you want to register for. Only terms where registration is open will be available to you.

**Add/Drop Classes**  
This is where you can enter the courses you want to register for (add) or drop classes.

**Look-up Classes to Add**  
Search for classes here. You must enter a subject (only subjects with courses scheduled will be available). You may enter other criteria to narrow your search.

**Student Schedule by Day & Time**  
View the Schedule you created by your registration activity.

**Student Detail Schedule**  
View the Detailed Schedule you created by your registration activity.

**Check Your Registration Status**

4. Select the term you are registering for and press “Submit”.

**Select Term**

Select a Term:

5. Type in the 3-digit CRN number(s) and press “Submit Changes.” **Note:** CRNs are sent to your NEC e-mail account once registration is open

**Add Classes Worksheet**

**CRNs**

# Student Schedule

To view the courses you have registered for, follow these steps:

1. Select "Registration"



## Student Services & Financial Aid

### CHECK IN

Confirm your enrollment

### Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

### Student Records

View your holds; Display your grades and transcripts; Review charges and payments; View Advisor and Major

### Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

### Online Bill

Pay online, view invoices, print statements

RELEASE: 8.3



2. Select "Student Detail Schedule."

### Registration

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**Select Term**  
Select the term you want to register for. Only terms where registration is open will be available to you.

**Add/Drop Classes**  
This is where you can enter the courses you want to register for (add) or drop classes.

**Look-up Classes to Add**  
Search for classes here. You must enter a subject (only subjects with courses scheduled will be available). You may enter other criteria to narrow your search.

**Student Schedule by Day & Time**  
View the Schedule you created by your registration activity.

**Student Detail Schedule**  
View the Detailed Schedule you created by your registration activity.

**Check Your Registration Status**



Select the term you would like to see

### Select Term

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Select a Term:

## NEC Webmail

*For assistance with your NEC e-mail account, please contact the helpdesk at [helpdesk@nec.edu](mailto:helpdesk@nec.edu)*

Your NEC webmail serves as the official communication mechanism that the college and instructors will use to communicate with you. It is imperative that you check your NEC e-mail regularly, as important information from the college will be sent to this account. Registration and textbook information will be sent to your NEC e-mail account, for example.

To log-in to your NEC e-mail account, follow these instructions:

1. Click on the “Webmail” link from the NEC web page:

<http://www.nec.edu/students-faculty-staff/>

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2. Enter your Username and password and click the “Sign in” button. Your username consists of the letters and numbers prior to the ‘@’ sign in your email address. For example, the username for [jdoe\\_gps@nec.edu](mailto:jdoe_gps@nec.edu) would be jdoe\_gps.

*Note: your username and password will be provided to you by Graduate Student Services*

Microsoft®  
Outlook Web App

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

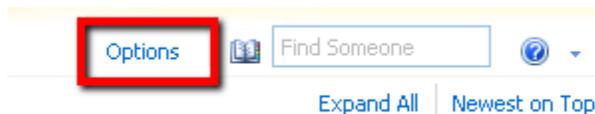
Connected to Microsoft Exchange  
© 2009 Microsoft Corporation. All rights reserved.

## Changing your Webmail/Blackboard Password

Your NEC webmail password is synchronized with your Blackboard password. When you change your webmail password, you are also changing your Blackboard password.

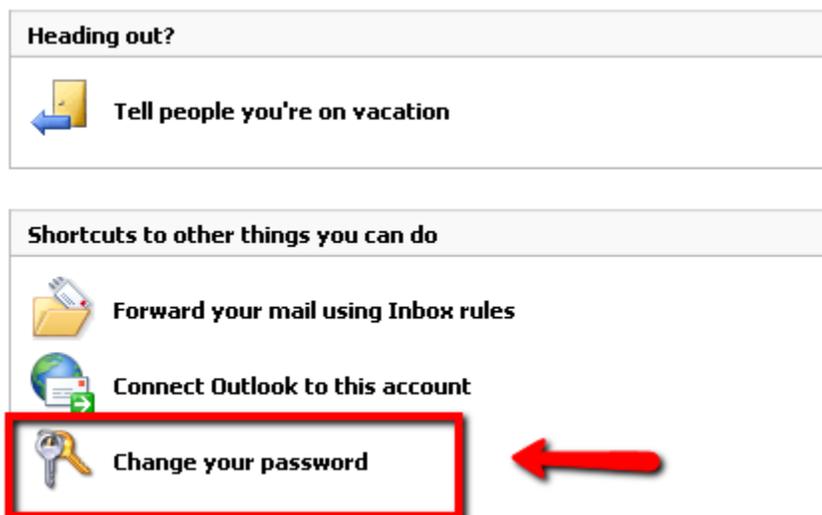
To change the password, follow these directions:

1. After logging into your NEC email, “Options” button, located in the upper screen.



press the right of the

2. On the next screen, select “Change your password.” This will be located on the right side of the screen.



3. Enter your old password, followed by a new password (you will need to type the new password twice). Then press “Save.”

Old password:	<input type="text"/>
New password:	<input type="text"/>
Confirm new password:	<input type="text"/>
 Save	

## Blackboard

Blackboard is an online portal which allows your instructors to communicate with you. Discussion boards, homework assignments, and course documents may be found in your Blackboard course.

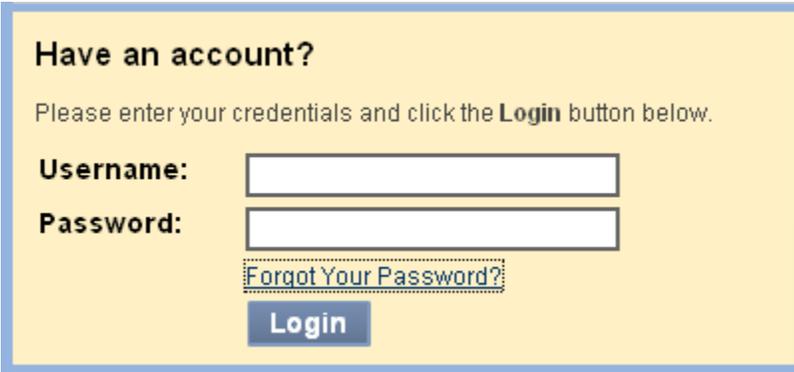
Follow these directions to log-in to Blackboard:

1. Click on the “Blackboard” link from the NEC web page:

<http://www.nec.edu/students-faculty-staff/>

- 
2. Enter your Username and password. This will be provided by Graduate Student Services prior to the start of your class. Then press “Login.”

**Note:** To change your Blackboard password, follow the directions listed on page 10



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## Blackboard Tutorials

What can you do in Blackboard?

- Submit Assignments
- Post to the discussion board
- Read the syllabus
- Watch videos
- Take a test
- And much, much more!

To view support tutorials on these features, please visit the NEC support page at: <http://www.nec.edu/students-faculty-staff/it-students/general-bb-help/>