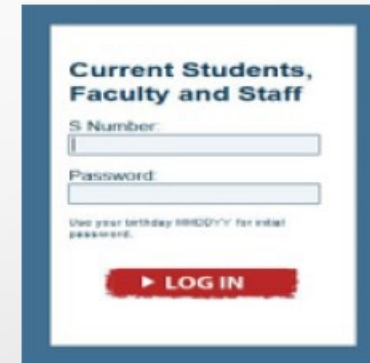




HOW TO LOG IN

COMPUTER & PORTAL ACCESS/D2L



COMPUTER LOGIN

- User name is your **S12345678** (including the S)
- Your initial password is your date of birth
- Password format **StudentMMDDYYYY** i.e. **Student05231990** (Student Spelled out, Two Digit Month Two Digit Day, 4 Digit Year)
- Passwords ARE case sensitive and expire every **Six Months**
- New Password requirements must contain the following:
 - Minimum of 14 Characters
 - Mixture of upper case and lower case letters and numbers
 - Must be unique, cannot contain any part of your first or last name



WHATS AVAILABLE ON THIS PC?

INTERNET ACCESS

WEB BROWSERS AVAILABLE



www.trinidadstate.edu

COMPUTER APPS

FILE, PRINTER & SOFTWARE

Design and create Documents



NPI124213 (HP Color LaserJet CM2320nf MFP)



HP LaserJet 200 color MFP M276 PCL6 Class Driver (Copy 1)

Print to a lab printer

5 cents Black & White
15 cents or more depending quality





WHAT IS PORTAL? HOW DO I ACCESS IT?

Sign in to your account

S Number

 *ex: S#******

Password

 Password

SIGN IN

[Need help with your login?](#)



HOW DO I ACCESS IT?

You can access the Portal page at the top of www.trinidadstate.edu

Look for the link **A-Z Index | Apply | TS Connect Portal** | click to sign in.

Login using the following:

- ✓ User name is your **S#12345678** (including the S capitalized)
- ✓ Your initial password is your date of birth **MMDDYYYY**
example **05231990**
- ✓ Two Digit, Month, Two Digit Day, Four Digit Year
- ✓ Passwords ARE case sensitive and expire every **180** days

Current Students, Faculty and Staff

S Number:

Password:

Use your birthday MMDDYY for initial password.

▶ LOG IN



WHAT IS PORTAL?

Portal is a website that is a central area for accessing all college related information.

✓ Check your student e-mail & Office 365 

✓ Register for courses

✓ View and Pay your tuition bill 

✓ Get financial aid information 

✓ Access **D2L** & CCCOnline 

✓ View and order transcripts 

A screenshot of a login form titled "Sign in to your account". It features two input fields: "S Number" with a user icon and "Password" with a lock icon. Below the fields is a dark blue "SIGN IN" button. At the bottom, there is a link that says "Need help with your login?".



Login & Password Setup?

- ✓ New Password requirements must contain the following –
 - Minimum of 14 Characters
 - Mixture of upper case and lower-case letters and numbers
 - Must be unique, cannot contain any part of your first or last name
- ✓ Security Questions - Don't forget what they are. If so...

**Current Students,
Faculty and Staff**

S Number:

Password:

Use your birthday MMDDYY for initial password.

▶ LOG IN

Can't Login? Try the following



- Make sure you have everything typed correctly
- Check keyboard settings, are cap locks off or number locks on?
- Is my mobile device's Web browser supported? Try a different Web Browser, Mozilla etc.
- Check Web Browser settings, **POPUPS WILL Prevent you from Logging in.** Check your web browser's support page or call the TSJC support desk for assistance. Or Google it



Dashboard-Student Tools

Trinidad State
PORTAL

- Dashboard
- Student
- Student Account
- College Life

Dashboard

Student Tools

Navigate	My Schedule	Course Access	Add/Drop Classes	Look Up Classes/Class Search	Final Grades	Office 365	Financial Aid Requirements
Financial Aid Award	Pay My Bill	COE	Update Personal Information	Transcripts	Degree Check	Student Email	

Welcome!

Public Wireless
Password:
Students1st

Student Alerts

TSJC Notify Me

Make sure your information is up-to-date so you are alerted about school closures, emergency alerts and other pertinent information.

[Update Your Information](#)

All Students must set up their College Email

If you haven't already set up your account you can do it from inside the portal.

Click here to download a PDF to walk you through the process

[Click here to receive help](#)

The Learning Center is here to help!

Having trouble taking notes or reading your Textbooks?

[Click here for Trinidad Campus](#)

[Click here for Valley Campus](#)



Find your Student Email & Address

Click on the Student Email Icon

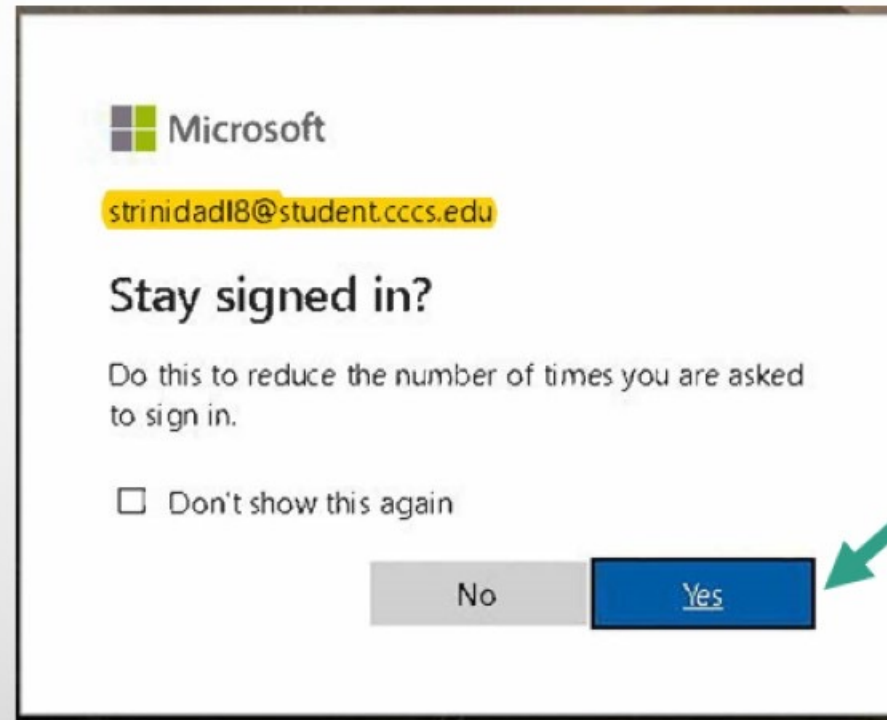
Student Tools

Navigals	My Schedule	Course Access	Add/Drop Classes	Look Up Classes/Class Search	Final Grades	Office 365	Financial Aid Requirements
Financial Aid Award	Pay My Bill	I-9E	Update Personal Information	Transcripts	Degree Check	Student Email	

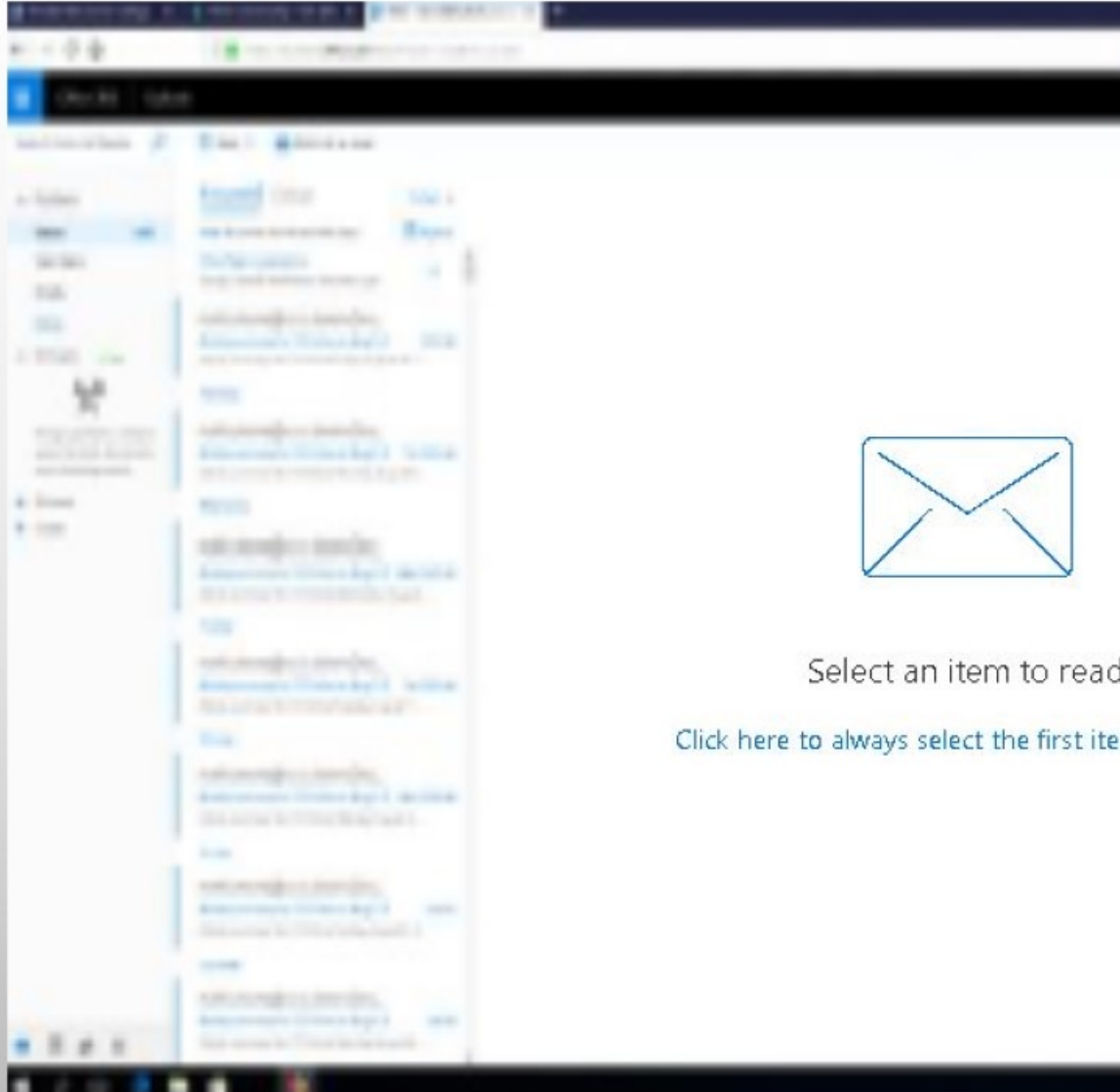




A message should appear with your full email address listed
Its usually your first initial and last name with some numbers
@student.cccs.edu

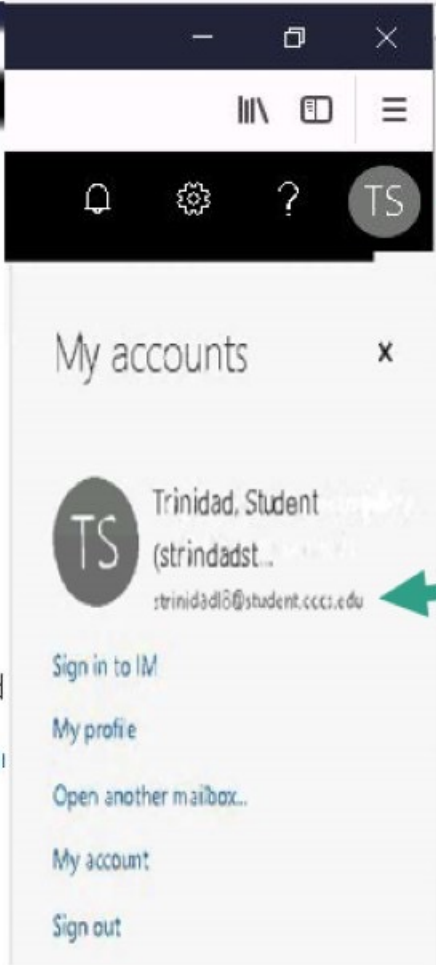


**Click Yes to remain
signed in**



Select an item to read

Click here to always select the first item



Click on your initials to list your email address

Email address



Click on Office 365 to sign-in



[Office 365](#)



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Save your Office documents to OneDrive

Create a new document or upload and open one to get started.

New ▾

↑ Upload and open...





Access documents anywhere

Create documents on your computer and access them on your tablet or phone.



Share and collaborate

Share documents with others and see comments and changes as they happen.



Protect your work

Securely store your documents and have peace of mind knowing they're always backed up.



Please fill out your “TSJC NOTIFY ME” Information

TSJC Notify Me is a notification service provided by TSJC used to contact you in the event of a campus closure due to weather or an emergency due to an imminent threat, you will be notified immediately.

Student Alerts

TSJC Notify Me

Make sure your information is up-to-date so you are alerted about school closures, emergency alerts and other pertinent information.

[Update Your Information](#)

<https://vimeo.com/151067661>



Academic Support

- [Bookstore](#)
- [Disability Services](#)
- [Learning Center - Valley Campus](#)
- [Library](#)
- [Library Databases](#)
- [Library Databases Information \(pdf\)](#)
- [Student Services Continuous Improvement Plan](#)
- [Student Success Center - Trinidad Campus](#)
- [Testing](#)
- [Transfer Advising](#)
- [Transfer Agreements](#)
- [Transfer - gtPathways](#)

Course Access

Desire2Learn

- [Click here to access your TSJC Desire2Learn classes](#)
- [Click here to access your CCCOnline Courses\(sections C11, C21 only\)](#)

Student Schedule

Semester

Summer 2008 [eCampus bookstore](#)

Courses

Course	Start/End	Days	Times	Room	Map
CSC 150 C11 Visual Basic Programming	06/02/08 - 08/10/08		Online		

Click the section link above to access your course in Desire2Learn.



D2L ACCESS & NAVIGATION

D2L and Portal share the same login info.

You can access D2L within your Portal account

You can also access D2L via QUICK Links on the bottom of TSJC website.

Course Access

Desire2Learn

- [Click here to access your TSJC Desire2Learn classes](#)
- [Click here to access your CCCOnline Courses\(sections C11, C21 only\)](#)

QUICK Links

- Options
- Help: Academic Calendar
- Apply Now
- Inter: Athletics
- Bookstore
- Class Schedule
- Compliance Profile
- College Services
- D2L
- Employee Directory
- en Espanol
- Quick Help
- Safe Campus
- Title IX
- Transcripts

TRINIDAD STATE

Welcome to TSJCONLINE CAS

Enter your Username and Password

S Number:

Password*:

|

[Forgot S Number?](#)

[Forgot Password?](#)

*This Password is the same as your CCA, CCDConnect, CCC

For security reasons, please



D2L ACCESS & NAVIGATION

The screenshot shows a D2L course page for Trinidad State Colorado. At the top left is the college logo. To the right are navigation icons for a grid, email, chat, notifications, and a video player. Below the header, the page shows "Course Home", "Assignments", "More Tools", and the date "8/15/2018".

My Courses ▾

All Fall 2018

Opens On Sep 4, 2018 12:00 AM	Opens On Sep 4, 2018 12:00 AM	Opens On Sep 4, 2018 12:00 AM
ASE221001 Auto/Diesel Body Electrical (James Brunelli) FA18 S_TSJC_ASE221001_201920 • Fall 2018	ASE210001 Auto Pwr/ABS Brake Systems (James Brunelli) FA18 S_TSJC_ASE210001_201920 • Fall 2018	ASE123001 Starting & Charging Sys (James Brunelli) FA18 S_TSJC_ASE123001_201920 • Fall 2018
Opens On Sep 4, 2018 12:00 AM	Opens On Aug 20, 2018 12:00 AM	Opens On Sep 4, 2018 12:00 AM
ASE122001 Auto Elec Safety Systems (James Brunelli) FA18 S_TSJC_ASE122001_201920 • Fall 2018	ASE120001 Basic Auto Electricity (James Brunelli) FA18 S_TSJC_ASE120001_201920 • Fall 2018	ASE111001 Auto Brake II (James Brunelli) FA18 S_TSJC_ASE111001_201920 • Fall 2018
Opens On Sep 4, 2018 12:00 AM	Opens On Aug 20, 2018 12:00 AM	
ASE110001 Brakes I (James Brunelli) FA18 S_TSJC_ASE110001_201920 • Fall 2018	ASE102001 Intro to the Automotive Shop (James Brunelli) FA18 S_TSJC_ASE102001_201920 • Fall 2018	

Helpful Links ▾

All links open in new windows

- [D2L Student Orientation Course](#)
- [24x7 Help Desk](#) or call 888-800-9198
- [TSJC Virtual Bookstore](#)
- [TSJC Online Library Resources](#)

<https://vimeo.com/152997060>



For IT Support Please Call the Support Lines Below

Alamosa Campus 719-580-7105

Trinidad Campus 719-846-5663

24x7 Line 1-888-800-9198

